

Withdrawal from the University

AIU undergraduate or graduate students intending to withdraw from the University must submit a verbal or written notice to the Student Affairs Department.

All balances become due at the time of the withdrawal from the University.

The Last Date of Attendance (LDA) is used as the official date of withdrawal in all cases for refund calculations. W grades will be assigned to all courses at the time of withdrawal.

A student who does not attend the University for 15 calendar days without making special arrangements with the Student Affairs Department is administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations. A student who is administratively withdrawn from the University receives a W grade for all courses enrolled.

A student who withdraws from a course or the University during the last week of the term will receive the grade earned at the point of withdrawal.

A student desiring to reenroll at AIU after a period of one year from the official date of withdrawal is considered a new student and must submit a new admissions application through the Admissions Department. This procedure may include paying any required application fee. A student desiring to reenroll after less than a one-year period from the official date of withdrawal is encouraged to contact the Student Affairs Department for consideration of readmission.

Students who wish to re-enter the University are required to sign a new Enrollment Agreement and are subject to current policies and tuition and fees in effect at the time of their return to the University.

Right to Cancel

All campuses but LA

A student who cancels an Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the student is denied admission to AIU or if AIU cancels this Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or emailed to the Admissions or Student Affairs Department.

AIU Los Angeles only

A student who cancels an Enrollment Agreement within 5 business days following the student's first scheduled class session (until midnight of the fifth day excluding Saturdays, Sundays, and legal holidays) will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the student is denied admission to AIU or if AIU cancels this Agreement, all monies, including the Application Fee, will be refunded. All requests for cancellation by the student must be made in writing and be hand carried, emailed or mailed to the Registrar, AIU, 12655 W. Jefferson Blvd., Los Angeles, CA 90066.

All campuses

Cancellation of enrollment cancels any Challenge Examination score(s), Diagnostic Assessment score(s), evaluation of transfer credit, and/or evaluation of other forms of prior learning assessment completed prior to cancellation. Students who cancel and later return to the University will be required to retake any Challenge Examination(s) and/or Diagnostic Assessment(s) that were taken during a previous and cancelled enrollment. Students whose enrollments are cancelled and later return to the University are subject to a reevaluation of transfer credit and/or other prior learning assessment submissions (standardized test scores, Professional Training/Certification Credit, and/or Experiential Learning Portfolios), and this reevaluation will be subject to the policies of the current course catalog.