

How to determine refund and withdrawal dates for Irregular Courses

Step 1: Determine how many times your class meets

The section information in the Aurora Class Schedule provides the number of classes (meeting days) or the number of weeks for each irregular section. Find this number from your section, and then locate that number in the first column in the Table below.

Number of classes scheduled	100% refund (Drop BEFORE the number of classes scheduled)	Withdrawal (no refund) (VW BEFORE the number of classes scheduled)
0	Determined by instructor	Determined by instructor
1	n/a (no 100 % refund on 1 day classes)	n/a (cannot vw from 1 day class)
2	n/a (no 100 % refund on 2 day classes)	2
3	n/a (no 100 % refund on 3 day classes)	3
4	2	4
5	2	4
6	2	5
7	2	6
8	2	7
9	2	8
10	3	8
11	3	9
12	3	10
13	3	11
14	3	12
15	3	12
16	4	13
17	4	14
18	4	15
19	4	15
20	4	16
21	4	17
22	4	18
23	5	19
24	5	19
25	5	20
26	5	21
27	5	22
28	5	22
29	6	23

Number of	100% refund	Withdrawal (no refund)
classes scheduled	(Drop BEFORE the number of classes scheduled)	(VW BEFORE the number of classes scheduled)
30	6	24
31	6	25
32	6	25
33	6	26
34	6	27
35	7	28
36	7	28
37	7	29
38	7	30
39	7	31
40	7	31
41	13 CALENDAR DAYS FROM START DATE	32
42	13 CALENDAR DAYS FROM START DATE	33
43	13 CALENDAR DAYS FROM START DATE	34
44	13 CALENDAR DAYS FROM START DATE	35
45	13 CALENDAR DAYS FROM START DATE	35
46	13 CALENDAR DAYS FROM START DATE	36
47	13 CALENDAR DAYS FROM START DATE	37
48	13 CALENDAR DAYS FROM START DATE	38
49	13 CALENDAR DAYS FROM START DATE	38
50	13 CALENDAR DAYS FROM START DATE	39
51	13 CALENDAR DAYS FROM START DATE	40
52	13 CALENDAR DAYS FROM START DATE	41
53	13 CALENDAR DAYS FROM START DATE	41
54	13 CALENDAR DAYS FROM START DATE	42
55	13 CALENDAR DAYS FROM START DATE	43
56	13 CALENDAR DAYS FROM START DATE	44
57	13 CALENDAR DAYS FROM START DATE	44
58	13 CALENDAR DAYS FROM START DATE	45
59	13 CALENDAR DAYS FROM START DATE	46
60	13 CALENDAR DAYS FROM START DATE	47
61	13 CALENDAR DAYS FROM START DATE	47
62	13 CALENDAR DAYS FROM START DATE	48
63	13 CALENDAR DAYS FROM START DATE	49
64	13 CALENDAR DAYS FROM START DATE	50
65	13 CALENDAR DAYS FROM START DATE	51
66	13 CALENDAR DAYS FROM START DATE	51

Step 2: Determine the number of classes by which you need to drop and/or VW

The 100% refund column indicates that to receive a refund, the section must be dropped **BEFORE** the date on which the number of classes indicated occurs (i.e., if the 100% column indicates “2”, you must drop BEFORE the date of the 2nd class).

The Withdrawal Column indicates that you must VW the section **BEFORE** the date on which the number of classes indicated occurs to receive a VW on your transcript (no refund)(i.e., if the VW column indicates “10”, you must VW the course BEFORE the date of the tenth (10th) class).

Step 3: Determine the date by which you need to drop and or VW

Access your week at a glance calendar in Aurora Student. Enter the start date of the course (the first class). Click *Next* to scroll through your class schedule and view all of the dates the class meets. If your class does not have scheduled meeting times, each week (5 business days) represents one (1) class.

To determine the 100 % refund date, count the number of classes (or weeks if applicable) from the first class up to and including the number of classes that correspond to the number of classes scheduled in column 1 with the number in the 100% refund column. To receive a full refund, the section must be dropped **BEFORE** the date of the number of classes indicated in the 100% refund column.

To determine the VW date, count the number of classes (or weeks if applicable) from the first class up to and including the number of classes that correspond to the number of classes scheduled in column 1 with the number in the Withdrawal column. To receive a VW on your transcript, the section must be VW'd **BEFORE** the date of the number of classes indicated in the withdrawal column.

Example – Class Scheduled with assigned meeting times one term

EDUB 2040 meets M W F from Sept 12 – Nov 9 and has 25 classes scheduled during that time frame.

The Refund and Withdrawal Table indicates:

To receive a full refund, the course must be dropped **BEFORE** the date of the 5th class.

To receive a VW on your transcript, the course must be withdrawn **BEFORE** the date of the 20th class.

	A	B	C
1	Number of	100% refund	Withdrawal
2	classes scheduled	(Drop BEFORE the number	(vw BEFORE the # of classes scheduled)
3		of classes scheduled)	
4			
5	0	Determined by instructor	Determined by instructor
6	1	n/a (no 100 % refund on 1 day classes)	n/a (cannot vw from 1 day class)
7	2	n/a (no 100 % refund on 2 day classes)	2
8	3	n/a (no 100 % refund on 3 day classes)	3
9	4	2	4
10	5	2	4
11	6	2	5
12	7	2	6
13	8	2	7
14	9	2	8
15	10	3	8
16	11	3	9
17	12	3	10
18	13	3	11
19	14	3	12
20	15	3	12
21	16	4	13
22	17	4	14
23	18	4	15
24	19	4	15
25	20	4	16
26	21	4	17
27	22	4	18
28	23	5	19
29	24	5	19
30	25	5	20
31	26	5	21
32	27	5	22
33	28	5	22

To determine the 100 % refund date, count 5 classes, starting with the first class. The 5th class occurs on September 21. To receive a full refund, the section must be dropped **BEFORE** September 21 (class # 5).

To determine the VW date, count 20 classes, starting with the first class. The 20th class occurs on October 28. To receive a VW, the section must be withdrawn **BEFORE** October 28 (the 20th class).