

TUITION & REIMBURSEMENT POLICY

Tuition is defined on an annual basis. The amount varies depending on date of payment and is payable as follows:

1. **Fall Term due dates: Early payment by June 1st, Regular payment by August 1st, and Late Payment after August 1st**
2. **Spring Term due dates: Early payment by October 1st, Regular payment by December 1st and Late Payment after December 1st**

A tuition update is sent to all students each year in May with the exact tuition amount for that year via e-mail only. Please find all payment options and instructions on our webpage, under tab Current Students and then, Important Documents (Tuition and Payment Documents). **IN ADDITION, STUDENTS WHO DO NOT PAY TUITION ON TIME MAY BE DROPPED FROM ALL REGISTERED COURSES AND WILL NOT BE ALLOWED TO REGISTER FOR CLASSES UNTIL ALL DUES ARE SETTLED.**

The following guidelines are used to determine individual tuition per term:

- 12-17 Credits:** considered full time enrollment
1/2 of the annual tuition is paid for the term
- Below 12 Credits:** tuition is paid per credit hour
(annual tuition ÷ 24 x number of credit hours)
- Above 17 Credits:** 1/2 of the annual tuition + overload paid per credit hour (same calculation as for below 12 credit hours)

If students have any questions, they should contact the Finance Office at finance@croatia.rit.edu. We will be happy to do an individual calculation for students.

Note: Financial Holds

Students with outstanding financial dues will have a financial hold placed on their record. Holds prevent students from registering courses, or receiving transcripts, verification of enrollment and diploma. The hold will be removed once the student settles his or her dues.

RIT Croatia offers its students a payment plan option in order to assist with timely payment of tuition dues. This payment plan splits the term tuition dues into five equal installments. The advantage of the payment plan is that students will be able to more easily manage their tuition dues.

If students would like to apply for a payment plan, they can contact the Finance Office at finance@croatia.rit.edu.

REIMBURSEMENT POLICY FOR DROPPING COURSES

1. If the student is registered as a full-time student (12-17 credit hours) and after dropping courses the student remains a full-time student, the tuition rate for the semester remains the same, and there is no refund.
2. If the student is taking an overload (over 17 credit hours) and drops or withdraws from the overload courses, the following refunds will apply for the overload credits:

Prior to the start of classes	100%
Dropping classes in the add/drop period (first week of classes)	100%
During the second week of classes	90%
During the third week of classes	70%
During the fourth week of classes	60%
During the fifth week of classes	50%
During the sixth week of classes	50%
During the seventh week of classes	25%
During the eighth week of classes	25%
During the ninth – last week of classes	No refund

3. If the student is registered as a part-time student (3-11 credit hours) the same refunds apply as in table above, providing that the student is registered for a minimum of 3 credits during the semester.
4. If the student drops all classes, or withdraws from all classes and ceases to be a student at RIT Croatia for that semester, the following refunds will apply:
 - a. Dropping all classes in the add/drop period – 100% refund
 - b. All other refunds apply as in table above.
5. If the student is registered as a full-time student (12-17 credit hours) and drops courses to become part-time student (3-11 credits hours), within the Add/Drop period, the refund is made based on the tuition calculation difference.
6. If the student is registered as a full-time student (12-17 credit hours) and withdraws from courses to become part-time student (3-11 credits hours) after the Add/Drop period, the refund will be based on the tuition calculation difference and the percentages indicated in the table above.

7. ATTENTION:

All courses that have either been dropped or withdrawn during the academic year will have to be retaken or replaced with the equivalent course in order to fulfil graduation requirements. These courses will be charged based on the following calculation: total annual tuition divided by 24 credits and multiplied by number of credits.

NOTE: Non-attendance does not constitute an official withdrawal; official withdrawal (completion and approval of the Add/Drop form or completion and approval of the withdrawal form) from courses is required even if the student is not eligible for a tuition refund. For details and withdrawal forms please contact the Academic Affairs Office.