

## **Richard Gilder Graduate School (RGGGS) Refund Policy**

Students who receive tuition support from any extramural fellowships, or other non-RGGGS sources, covering tuition for enrollment in Richard Gilder Graduate School courses or the Graduate Program in Comparative Biology, either in part or in full, are subject to the RGGGS Refund Policy. The Policy applies only to the extent of the external funding directly received by and/or processed by the RGGGS.

Refunds will be made only at the specific request of the student and the discretion of the Director of Administration (in consultation with and approval from the Dean, if required), in accordance with this Policy, and only to the party from which the original payment was received.

Students are responsible for understanding the terms of their external funding, including if and when a refund is required to be made to the external funder. Students receiving a refund are responsible for remitting such refund to their external funding source(s), if they are required to do so under the terms of their funding agreement(s) with that source.

### **Refunds for Dropping Individual Courses:**

The RGGGS Graduate Program is comprehensive and not designed to accommodate students on a course-by-course basis. In the unusual circumstance where a student is enrolled in and pays tuition to RGGGS for individual courses, requests to withdraw and seeks a refund, the refund will be handled at the discretion of the Dean and in accordance with the schedule below.

### **Refunds for Withdrawing from the Graduate Program:**

Students who withdraw from the RGGGS Graduate Program after the start of a term, have paid tuition, and request a refund that is approved by the Dean, are refunded non-RGGGS tuition according the schedule below. A student is considered registered until the date on which written notice of withdrawal from the Graduate Program is received by the Richard Gilder Graduate School (must be sent to the Director of Administration: [directorofadministration-rggs@amnh.org](mailto:directorofadministration-rggs@amnh.org)).

### **Refund Rate for Withdrawal:**

#### **Fall, Spring, and Summer Terms**

##### **Through the end of the first calendar week of the term**

100% non-RGGGS funded tuition refunded

##### **Second calendar week of the term**

70% non-RGGGS funded tuition refunded

**Third calendar week of the term**

55% non-RGGS funded tuition refunded

**Fourth calendar week of the term**

25% non-RGGS funded tuition refunded

**After the fourth calendar week of the term**

NO REFUND

**Winter Term**

**Through the end of the first calendar week of the term**

100% non-RGGS funded tuition refunded

**After the first calendar week of the term**

NO REFUND