

## 2008-2009 Withdrawal and Refund Policy

For the MSA in Taxation program you **must** make three (3) separate tuition payments to Cal Poly Continuing Education **so that they are received no later than the following dates:**

**Payment 1 – July 20 (\$4,714.68)**

**Payment 2 – December 15 (\$4,714.66)**

**Payment 3 – March 15 (\$4,714.66)**

Business hours at Cal Poly Continuing Education are 8:00 a.m. to 5:00 p.m. Monday through Friday. Cal Poly Continuing Education is located on the Cal Poly Campus at Jespersion Hall (Building 116). To pay you will need to personally appear at their office, or, mail in your payment using the [payment voucher](#) available on the website. The mailing address for their office is:

**Cal Poly Continuing Education  
Jespersion Hall, Building 116  
San Luis Obispo, CA 93407**

Below is the withdrawal and refund policy for the MSA in Taxation program and for each payment you make. Any changes in status after you have made your payment, i.e. you decide not to move forward with the program and you will withdraw from it, **must be made in writing and received by the Orfalea College of Business Graduate Programs office (Room 409 in the College of Business) during business hours.**

<b>Drop/Withdrawal Date</b>	<b>Refund Amount</b>
At least eight (8) business days before the first day of class for the special session or quarter at issue	Full refund of the individual tuition payment collected will be made
Less than eight (8) business days before the first day of class for the special session or quarter at issue	70% refund of the individual tuition payment collected will be refunded
From the beginning of the first day of class of the special session or quarter at issue through 5:00 pm on the day of the second class period	50% refund of the individual tuition payment collected will be refunded
After 5:00 pm on the day of the second class period	No refund