



FRIDAY HARBOR LABS

UNIVERSITY *of* WASHINGTON

College of the Environment

Fees Refund Policy for Students who Withdraw from FHL Courses

Refunds for fees paid by registered students who do not complete their course of study at FHL will depend on the timing and reasons for the student's departure. In most cases, students will not be reimbursed any of the expenses paid to FHL for reasons noted below.

FHL class sizes are kept small to maintain low student-to-instructor ratios; for every student admitted, others are generally turned away. When a student departs an FHL program early, it represents a missed opportunity for another student who could have been admitted to, and presumably would have completed, the program. Further, with such small classes, the payment received from each student is crucial in supporting not only the academic program but also FHL housing and dining operations.

1. Any student who leaves at any time during the program and for any reason will not be reimbursed for the following fees paid to FHL:
 - Course Fees
 - Prorated housing and dining charges for the time actually spent at FHL
 - Dining charge for one additional week, because of perishable foods that are bought for all students at least a week ahead of time.
2. A student who leaves because of a family emergency, personal health issue, or other urgent circumstances beyond their control will be reimbursed for all housing and dining expenses other than those listed in #1.
3. A student who leaves for reasons that are not urgent will not receive reimbursement for any FHL charges due to the loss of revenue borne by FHL and of opportunities for other students. If the degree of 'urgency' is in dispute, a determination will be made by the FHL Director in consultation with the FHL Academic Services Manager.
4. Reimbursement of tuition costs will depend on policies of the particular program of study – i.e. regular UW course, Continuum College (summer) course, or Research Apprenticeship. If tuition or course fees were paid directly to UW rather than FHL, the student may independently pursue reimbursement according to UW procedures and deadlines.