

FEDERAL REFUND REQUIREMENTS

The refund schedule below has been established in keeping with federal refund requirements for students withdrawing from school:

Week of the Quarter	% Refund for Course Withdrawals ¹	% Refund for Complete Withdrawals ²
1 st	100%	100%
2 nd	90%	90%
3 rd	50%	80%
4 th	50%	70%
5 th	25%	60%
6 th	25%	50%
7 th through 8 th	0	0

Refunds related to course and full withdrawal from summer quarter are different and published in the summer quarter academic calendar, available on MyBU. After the first week of the quarter, course withdrawals are accompanied by a “W” grade on the transcript (except in the case of courses that have not yet begun).

¹All courses (including weekend intensive courses) follow this refund schedule. Courses may not be dropped after the course has ended (example: weekend intensive and non-traditionally scheduled courses). Courses may only be added in the first week of the quarter (with the exception of weekend intensive courses). In order to manage patient scheduling, the University strongly discourages students from dropping clinic shifts. Students who drop a clinic shift before the quarter may be assessed a financial penalty. Once the quarter has begun, there is no refund for shift withdrawals (except in the case of family or medical emergencies). Please see the clinic registration staff, in the registrar’s office, for more information regarding clinic shift changes.

²Calculated by hand.

ACADEMIC CALENDAR FOR 2011-2012

	FALL 2011	WTR 2012	SP 2012	SU 2012
Orientation	9/13-15 for ND students, 9/20-21 for other students			
Classes Start for First Year Midwifery Students	9/12	1/2	4/2	7/9
Classes Start for First Year ND Students	9/19 ¹	1/2	4/2	7/9
Classes/Clinic Start for All Others/Payment Due	9/26	1/2	4/2	7/9 (Clinic 6/25)
Convocation	9/26 (9:00 a.m.)			
Last Day to Withdraw with a W Grade	11/18	2/24	5/25	8/17
Classes End	12/2	3/9	6/8	8/31
Final Exams End	12/9	3/16	6/15	8/31
Clinic Ends	12/10	3/17	6/16	9/8
Interim Clinic ²	12/12-23	3/19-24		9/10-15
Commencement Ceremony			6/18	
Clinic Closure ³	12/24-31	3/26-31	6/18-23	9/17-22
Bastyr Community Day ⁴			4/11	
Official Holidays ⁵	11/24-26	1/16, 2/20	5/28	7/4, 9/3
Priority Applications Due—ND, Midwifery & MSN Programs		2/1		
Priority Applications Due—all other BS/MS Programs		3/15		
Financial Aid Application Priority Due Date			4/1	

¹In fall quarter only, first-year naturopathic medicine classes begin a week earlier to accommodate midterms week, when students take exams but do not have other scheduled classes. Midterms week is 10/24-28/11.

²During interim clinic, all clinic services run normally. Interim clinic is required; exceptions must be approved in advance. Students staff the shifts in which they were registered, in the quarter just ended.

³During clinic closure, the clinic does not offer patient visits, but appointment phones and dispensary are open (except when one of the clinic closure days falls on a paid holiday). Appointment phones and dispensary hours may be altered from their standard operating hours. The clinic is closed on all official University holidays.

⁴Bastyr community day is focused on the health and well-being of members of the Bastyr community. Activities are scheduled for the afternoon and classes and clinic shifts are cancelled from noon - 5 p.m. so that members of the community can participate.

⁵Although religious holidays are NOT official University holidays, the University's policy is to attempt to accommodate the observance of religious practices. Students are responsible for the material covered but will not have religious absences count against any attendance requirement. Students observing such holidays are required to notify faculty during the first week of classes and find substitutes for clinic shifts affected. Students should follow the reschedule exam procedures in the event an exam falls on a religious holiday.

The following are the major religious holidays in the coming academic year (holidays that occur during break periods are not listed): Jewish (holidays begin at sunset of the first day listed and continue through sunset of the final day listed): 9/2-9/3, 9/7-8/11. Christian: 4/6/12, 4/8/12. Bastyr University schedules clinical training and occasional required courses or intensives on weekends. Students who have religious restrictions against attending classes on weekends must contact their program chair or dean, in advance, when such a conflict occurs. Efforts will be made to resolve such conflicts, but a resolution cannot be guaranteed.

Revised: July 2011

The calendar is subject to change without notice.