Addendum to the
Santa Fe University of Art and Design Catalog
December 2015
In the Accreditation Section on page 11, the address for the State Approval Agency is changed to the following:

New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
Telephone: (505) 476-8400, Fax: (505) 476-8454
On Pages 31-32 in the Tuition and Fees section of the Catalog, the Refund/Withdrawal Policy is replaced with the following language:

SFUAD Student Refund/Withdrawal Policy

A student who chooses to withdraw from SFUAD must complete an official Withdrawal form. The Withdrawal form is available at the Office of the Registrar. Importantly, students must withdraw by the specified dates for each term as shown on the academic calendar.

The date the Withdrawal form is submitted to the Office of the Registrar, with all required signatures, is the official withdrawal date from the university for all purposes except the federal fund return calculations as described in the Financial Aid section of this catalog. Upon official withdrawal, a grade of “W” is recorded on the transcript for all enrolled courses. Failure to formally withdraw will result in a failing grade being recorded on the transcript for all enrolled courses. Students are responsible for all remaining charges if the withdrawal was completed after the official refund period has ended.

Should a student withdraw or reduce his/her course load, the following policy governing refund percentages will apply to all students, regardless of financial aid status:

**16-Week Semester**

- Courses dropped by the 8th calendar day of the semester............................................ 100%
- Courses dropped by the 19th calendar day of the semester........................................ 50%
- Courses dropped after the 19th calendar day of the semester................................. 0%
- Course cancellations........................................................................................................ 100%

Student refunds will be processed within 30 days of the initial request.

Students should see the academic calendar for specific dates applicable to each semester or term. All students who withdraw from classes must notify the Housing and Residential Life Office, in writing, at the time of withdrawal. Students who withdraw from SFUAD are required to vacate campus housing within 24 hours of the withdrawal date. Refunds for room and board charges are made as detailed on the housing application/contract, which is available from the Housing and Residential Life Office.