



Approval:

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Review by: 06/2019

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Policy/Revision Submitted by: Barry Soffiatti

**SUBJECT: Refund Processing Policy**

**I. POLICY:**

***Refund Processing Policy***

“Refunds will be paid as soon as possible but no later than 14 days after a credit balance is created by the disbursement of Federal Financial Aid”. Please allow for additional time for check printing, processing, and mailing. It is the responsibility of the student to make sure the “billing” address listed in CAMS is correct, as all checks are mailed to this address. There will be no in-person check pickups allowed.\*

***Tuition Refund Policy***

Full refunds will be made for individual classes cancelled by Methodist College. Full refunds will also be granted to those students dropping a course before the first scheduled day of classes. A refund time line for weeks one through three of each semester is listed below. No refund will be granted for classes dropped after the end of the third week of classes.\*

**Tuition Refund Schedules per Program for the 2017-2018 Academic Year are as follows:**

BSN Second Degree Program	
Fall 2017	
Drop Period	Refund Percentage
On or before 8/21/2017	100
8/22/2017 - 8/28/2017	75
8/29/2017 – 9/4/2017	50
9/5/2017	0
Spring 2018	
Drop Period	Refund Percentage
On or before 1/23/2017	100
1/24/2017 - 1/30/2017	75
1/31/2017 - 2/6/2017	50
2/7/2017	0
Summer 2018	
Drop Period	Refund Percentage
On or before 6/04/2017	100
6/05/2017 - 6/11/2017	75
6/12/2017	0

All Other Programs	
Fall 2017	
Drop Period	Refund Percentage
On or before 8/21/2017	100
8/22/2017 - 8/28/2017	75
8/29/2017 – 9/4/2017	50
9/5/2017	0
Spring 2018	
Drop Period	Refund Percentage
On or before 1/23/2017	100
1/24/2017 - 1/30/2017	75
1/31/2017 - 2/6/2017	50
2/7/2017	0
Summer 2018	
Drop Period	Refund Percentage
On or before 5/29/2017	100
5/30/2017 – 6/05/2017	75
6/06/2017	0

\*Student withdrawing from Methodist College completely, should refer to Financial Aid Policy (Return to Title IV Policy) in the catalog.