

Refund Processing Policy

Refund requests will be submitted for processing within 10 business days of loan disbursement, as long as the student has been made “official”. 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 (previously called Withdrawal Fee)

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 1/23/2018	100
1/24/2018 - 1/30/2018	75
1/31/2018 - 2/6/2018	50
2/7/2018	0
Summer 2018	
Drop Period	Refund Percentage
On or before 6/04/2018	100
6/05/2018 - 6/11/2018	75
6/12/2018	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 1/23/2018	100
1/24/2018 - 1/30/2018	75
1/31/2018 - 2/6/2018	50
2/7/2018	0
Summer 2018	
Drop Period	Refund Percentage
On or before 5/29/2018	100
5/30/2018 – 6/05/2018	75
6/06/2018	0

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



All correspondence regarding billing will be done electronically. It is the responsibility of the student to check his/her email and CAMS portal regularly to ensure their balances are being paid.

Tuition and fees are due and payable at the time of billing unless alternative arrangements have been agreed upon with the College Bursar. All College charges and credits for each semester are consolidated into one account for each student.

- **Fall** tuition is due on or before the first day of class.
- **Spring** tuition is due on or before the first day of class.
- **Summer** tuition is due on or before the first day of class.

NOTE: Please be advised that if any of these dates fall on a holiday, the payment will be due on the following business day.

- **Fall tuition payment plans:** One-half of the tuition is due on or before the first day of class. One-quarter of the tuition is due on or before September 15. And the remaining quarter is due on or before October 15.
- **Spring tuition payment plans:** One-half of the tuition is due on or before the first day of class. One-quarter of the tuition is due on or before February 15. And the remaining quarter is due on or before March 15.
- **Summer tuition payment plans:** One-half of the tuition is due on or before the first day of class. And the remaining half is due on or before June 15.

NOTE: If you are participating in any Payment Plan, there is a flat \$30 Payment Plan Deferment fee that will be applied per semester to any and all accounts not paid by the tuition due date. This means that if you do not elect a payment plan and your tuition is not paid on or before the tuition due date, you will be automatically placed in the Payment Plan and charged the Payment Plan Deferment fee. Please also be aware that if any of these payments are not made on or before the payment dates set forth, the student will be charged a \$50 late fee per payment.

Students who fail to pay when due will not be able to register for the next semester until the outstanding balance is paid in full.