

## Refund of Tuition Fees

A student who withdraws from the Program of Studies within the first four weeks of a semester is eligible for a refund of tuition fees only. The attendance period is counted from the first day that a tutorial is scheduled and includes Sundays, holy days, and holidays. A student who withdraws and would like a refund must submit to the college a completed and signed Student Withdrawal Form. The refund of tuition fees is determined from the date the college receives the written notice of withdrawal. The percentage of tuition fees to be refunded is as follows:

Withdrawal prior to the end of the first week of attendance: 100%  
Withdrawal prior to the end of the second week of attendance: 75%  
Withdrawal prior to the end of the third week of attendance: 50%  
Withdrawal prior to the end of the fourth week of attendance: 25%  
Withdrawal after the fourth week of attendance: 0%

A refund is not made for room, board, or any other fees or associated costs of attendance, including the purchase of books, texts, or other related materials and supplies.

Additionally, no refund is made for room and board charges if disciplinary action requires a resident student to move and reside off campus.

A refund for an involuntary withdrawal (for example, serious illness, military service, financial distress) will be considered on an individual basis by the Chief Financial Officer. An expulsion from the college is not considered an involuntary withdrawal.