

Refund Policy

A student who wishes to withdraw from the college should consult with his or her academic advisor and the Academic Dean. A form for withdrawal is available in the office of the Academic Dean and must be completed, signed, and returned to the Dean's office. The refund of tuition, room and board is determined from the date the college receives the written notice of withdrawal, or from the last date of any academically related activity. The attendance period is counted from the first day of classes and includes weekends, holy days, and holidays.

The percentage of tuition and housing costs to be refunded is as follows:

During the first week of the semester:	100%
During the second week of the semester:	75%
During the third week of the semester:	50%
During the fourth week of the semester:	25%
After the fourth week of the semester	0%

A refund is not made for fees or other associated costs of attendance including the purchase of books, texts, or 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 involuntary withdrawal (for example, serious illness, military service) will be considered on an individual basis by the Chief Financial Officer.

An expulsion from the college is not considered an involuntary withdrawal.

For students who receive Title IV Federal Student Aid, the Return of Title IV Policy governs the return of federal funds. This policy is set by the U.S. Department of Education and is posted on the college's Financial Aid Webpage.