

Tuition Refund Policy

Students who withdraw from the Institution during an academic term will receive a tuition refund based on the below institutional schedule. Tuition refunds will be calculated based on the date the student submits their withdrawal form to the Registrar's Office.

Withdrawal through the first calendar week of the term:	100percent of Tuition Only
Second calendar week of the term:	75percent of Tuition Only
Third calendar week of the term:	50percent of Tuition Only
Fourth calendar week of the term:	25percent of Tuition Only
After the Fourth week of the term:	No Refund

For students receiving federal financial aid processed through the Office of Financial Services, be advised that all funds from federal Title IV programs will be returned to the government according to federal regulations. Returned funds previously credited towards tuition will leave an outstanding balance that students are personally responsible for paying. Students are advised to understand the above tuition schedule as withdrawing after the first week of class creates a financial obligation which, if not cleared by the end of the academic year, will be referred to an outside collection agency.

No refunds will be granted to students dismissed or suspended. The Institution reserves the right to dismiss a student whose academic standing or general conduct is considered unsatisfactory.