



Title: Financial Refund Policy No.: ADM 5.02 Date: 9/6/2007 Rev.: 8/1/12; 8/1/14,10/18/16

Areas Affected: All BSMCON Employees and Students Page 1 of 2

Bon Secours Memorial College of Nursing provides financial refunds to students as defined in this policy in accordance with the provision of applicable definitions, procedures involved, and the refund schedule used.

**DEFINITIONS**

Last Date of Attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity in a course, such as attendance in the course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

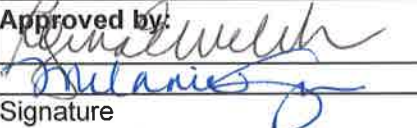
Determined Date of Withdrawal (Date of determination): The date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College, either voluntarily or administratively. For voluntary drops/withdrawals from a course or resignation from the College, the DOD is defined as the date the College receives written or electronic (via CampusNexus®) notification from the student, such as adding or dropping a course in CampusNexus® during the official add/drop period as defined in the Academic Calendar, or submission of forms such as the Add/Drop/Withdrawal from a Course or Leave of Absence (LOA) or Permanent Resignation from the College. For administrative drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

**REFUND SCHEDULE**

Proportion of Term Completed* as of Determined Date of Withdrawal	Tuition and Fees Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

*Proportion of term completed* is calculated as the number of days completed up to the determined date of withdrawal divided by the total days in the semester. Any break of five days or more is not counted as part of the days in the semester, e.g. spring break.

Reference Policy # ADM 2.01

Approved by:  Signature	Dean, Finance & Administration Provost/VP Title	10/20/16 10-20-16 Date
<b>Approval History:</b> Committees and Dates: Office of Financial Aid: 6/09, 7/12 Dean of Finance & Administration: 4/14;10/18/16 Policy Committee:3/19/12; 7/16/12; 5/2/14; 10/18/16		
Key words: Refund Policy		

With the exception of the \$95 application fee, all tuition and fees paid in a semester will be eligible for refund according to this schedule. There are no refunds for students who are the subject of a college-initiated resignation (i.e., dismissed or terminated from the College). Additional costs incurred by the student, outside of the tuition and fee structure, are not refundable.

Tuition and fee refunds are made within 45 days of withdrawal and after all outstanding balances to the College are paid.

### **RETURN OF TITLE IV FUNDS**

The U.S. Department of Education requires that the College determine the amount of Federal Title IV aid earned by a student who withdraws or fails to complete the period of enrollment (at BSMCON, this is defined as the semester of enrollment). Title IV funds are earned in direct proportion to the length of time a student remains enrolled. Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the semester, a student has earned 100% of the Title IV funds s/he was scheduled to receive.

### **CANCELLATION CLAUSE**

An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the Enrollment Agreement is entitled to a refund of all monies paid, minus the non-refundable \$95 application fee.

A request for cancellation more than three (3) business days after executing the Enrollment Agreement and making an initial payment, but prior to the first day of class will result in a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course(s) or \$100, whichever is less.

### **PROCESS**

A student must initiate withdrawal from a course or resignation from the College through submission of written or electronic (via CampusNexus®) notification before a refund will be processed. A student may add/drop a course in the official add/drop period using the student information system, CampusNexus®. To withdraw after the official add/drop period, a student may either submit a form in writing (available from the Registrar's Office) or electronically via Campus Nexus. To initiate a leave of absence or permanent resignation, a student may either submit a form in writing (available from the Registrar's Office) or electronically via CampusNexus®.