

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

Policy B9510

TOPIC: Tuition Refund Policy

Approval Date: 5/2016

Revised: 6/24/24

Approved: Signature on File

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POLICY

Any student signing an enrollment agreement or making an initial payment toward tuition and fees shall be entitled to a cooling off period of three (3) working days from the date of signing the enrollment agreement or making initial payment, whichever is later. During the cooling off period, the agreement can be withdrawn by the student and all tuition and fees shall be returned. Cancellation after the third (3rd) business day, through the first day of classes, results in a refund of tuition and fees. Cancellation can be made in person, by electronic mail, or by certified mail.

A student who cancels, withdraws for personal or medical reasons, or is suspended or dismissed by the College in accordance with College procedures, will receive a refund of tuition and refundable fees within thirty (30) days of any of the forgoing in accordance with the following schedule after the first day of instruction:

<i>Date of student withdrawal as a % of the enrollment period for which the student was obligated</i>	<i>Portion of tuition and refundable fees obligated and paid that are eligible to be retained by the institution</i>	<i>Student percent refund of tuition and refundable fees</i>
First day of classes through the following six calendar days	0%	100%
After seven calendar days; within 10%	10%	90%
After 10%; within 25%	50%	50%
After 25%; within 50%	75%	25%
50% or thereafter	100%	0%

In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

Due to the College's cohort-based lockstep curriculum, the College does not maintain an Add/Drop period.

Mobilization/Deployment Refund Policy

Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester. Documentation of orders for transfer must be provided prior to refund being granted. The College has a proration refund policy for students receiving VA benefits. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

Refund Policy for Students Using GI Bill® Benefits

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed

portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within the forty (40) days after termination.

RESPONSIBLE OFFICIAL(S)

Bursar; Office of Financial Aid

DEFINITIONS

Cancellation Notice - Cancellation or withdrawal can be made in person, by electronic email or by Certified Mail to the Registrar of the College.

Eligible Person - Refer to 38 CFR 21. 4255 for federal definition

Lockstep Curriculum – a curriculum in which students in a cohort are taking a prescribed sequence of courses.

Tuition and Fees – Tuition is charged on the first day of the term. Refunds will not include non-refundable fees as outlined in the College Catalog.

CROSS REFERENCES

College Catalog

Academic Calendar

Standard Operating Procedure RR.002 Leave of Absence

Standard Operating Procedure RR.004 Voluntary Withdrawal

Standard Operating Procedure RR.016 Academic Suspension

Standard Operating Procedure RR.018 Administrative Withdrawal