

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Student Administration

BCOM Policy: 3108

TOPIC: Tuition Refund Policy

Approval Date: 5/2016, 07/07/17

Effective Date: 07/07/17

Ratified 11/29/16

Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity July 2017

PURPOSE

To define tuition refund timeline for students that have matriculated.

SCOPE

All BCOM students

RESPONSIBLE OFFICIAL(S)

Business Office - Finance Department, and all other relevant departments.

DEFINITIONS

Cooling Off Period - Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a Cooling Off Period of at least three (3) work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later.

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 agreement or payment or from the date that the student first visits the institution, whichever is later. During the "Cooling Off Period", the agreement can be withdrawn and all payments shall be refunded.

Following the "Cooling Off Period", but prior to the beginning of instruction, a student may withdraw from enrollment and BCOM shall be entitled to retain no more than \$100 or 5% in tuition and fees, whichever is less, as registration charges.

A student who cancels, withdraws (voluntarily or involuntarily), is suspended or is dismissed will receive a refund of tuition charged for the term based on the following schedule:

Period	Percentage Refunded	Fall	Spring
On 1 st Day of Class	100%	8/14/17	1/8/18
After 1 st Day; Within 2 Weeks of Term	90%	8/27/17	1/21/18
After 2 Weeks; Within 4.75 Weeks of Term	50%	9/16/17	2/10/18
After 4.75 Weeks; Within 9.5 Weeks of Term	25%	10/18/17	3/14/18
After 9.5 Weeks or Thereafter	0%	10/19/17	3/15/18