

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Students

BCOM Policy B9510

TOPIC: Tuition Refund Policy

Approval Date: 5/2016

Ratified 11/29/16

Revised: 07/07/17, 06/18, 3/19

Approved: _____ *Signature on File*

Page 1 of 2

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 During the "Cooling Off Period", the agreement can be withdrawn and all payments shall be refunded.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:

<i>Date of student withdrawal as a % of the enrollment period for which the student was obligated</i>	<i>Portion of tuition and fees obligated and paid that are eligible to be retained by the institution</i>
On 1st class day	0%
After 1st day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

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

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.

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