

BELHAVEN UNIVERSITY

Tuition Refund Policy

Students who officially withdraw from a course or from the University may be entitled to credits/refunds of course tuition and fee charges, according to the following policies. Refunds/credits for tuition to the student's account will be calculated based on the date on that the student submits their intent to withdraw.

Cancellation prior to Course Start Date:

- If a student withdraws from the University, prior to beginning courses, they are entitled to cancellation of all institutional charges other than books and supplies charged to their student account.

Withdrawal after Course Start Date:

- If the student never attends the course, all tuition charges will be cancelled and credits will be returned to the source of the payment made on account.
- Tuition charges* shall be refunded as follows:
 - **3 Week courses**
 - Before the 8th day: 100%
 - on and after the 8th day: 0%
 - **7 Week Courses**
 - Before the 8th day: 100%
 - Before the 15th day: 50%
 - Before the 22nd day: 25%
 - On and after the 22nd day: 0%
 - **15-16 Week courses**
 - Before the 8th day: 100%
 - Before the 15th day: 75%
 - Before the 22nd day: 50%
 - Before the 29th day: 25%
 - On and after the 29th day: 0%
- Fees will also be refunded at 100% should the student drop during the Add/Drop period.

* Some charges, such as student insurance or non-refundable deposits, may not be refunded after the student attends class.

Students receiving federal student aid (including loans): When a student withdraws from a course it may result in a portion or all of financial aid funds being returned to the Department of Education. A complete withdrawal from the semester or your program may require a portion of all federal awards to be returned. The return of these funds may result in the student owing a balance to the University and/or the federal government which must be repaid before attending future courses.

Federal student aid is returned in the following order in accordance to Higher Education Amendments of 1998:

- (1) Federal unsubsidized Direct Loan
- (2) Federal subsidized Direct Loan
- (3) Federal Perkins Loan
- (4) Federal PLUS Loan
- (5) Federal Pell Grant
- (6) Federal SEOG

Belhaven University reserves the right to make changes to this policy without prior notification