

SUBJECT: Tuition Refund Policy
REVIEWED/REVISED: 01/17; 08/17; 09/21
PURPOSE: Academic and financial obligations for a registered course are only modified by an official withdrawal from the course. This policy outlines the course(s) withdrawal procedure and the financial implications of such a withdrawal.
POLICY OWNER: Vice President, Academic Affairs

POLICY:

Procedure to Withdraw:

Students dropping some or all of their courses at Nebraska Methodist College may be eligible to receive a refund of tuition and fees based on the following schedule. To obtain a refund, students must complete the 'Drop / Add' form available at the Registrar's Office. No refund will be given without a 'Drop / Add' form on record. Refunds due to a student who completes a withdrawal of all courses and has federal financial aid will first be applied to NMC's share of repayment of unearned federal aid (if any), then to the student's share of repayment of unearned federal aid (if any), then to the student. (See Treatment of Aid When a Student Withdraws Policy.)

Withdrawal/Leave of Absence:

Students withdrawing or taking a leave of absence must contact the College Financial Aid and Business Offices to make necessary financial arrangements. Students are responsible for all costs as determined by the refund policy. A week is defined as beginning on Monday and ending at 4:30 p.m. on Friday. If the term begins on a Monday and it is a holiday, the 5th day of the refund policy will be extended to the following Monday at 4:30 p.m. It is the responsibility of the students to complete and submit a Student Status Change Form. Withdrawal or Withdrawal/Leave of Absence must be completed during business days Monday through Friday 8:00 a.m. to 4:30 p.m.

Courses – 11 Weeks or More

Prior to and including	Refund to Student
Week 1	100%
Week 2	75%
Week 3	50%

Week 4	25%
Week 5 and after	No Refund

Courses – 4 to 10 Weeks

These will begin on Monday of the sub-term start dates

Prior to and including	Refund to Student
Day 1 - 5	100%
After day 5	No Refund

Professional Development Courses

Prior to the first day of class	Refund to Student
Phlebotomy, Sterile Processing Technician and Pharmacy Technician	
3 weeks or more prior to first day	90%
2 weeks to 6 days prior to first day	80%
5 days or less prior to first day	No Refund
Nursing Assistant and Medication Aide	
Three business days prior to first day	100%
Prior to 3 rd class meeting	50%
After 3 rd class meeting	No Refund
RN Refresher	
No refunds once online access to the course has been granted.	

Courses – Online Consortium of Independent Colleges & Universities (OCICU)

Prior to and including	Refund to Student
The courses taken from other institutions through the Online Consortium of Independent Colleges and Universities (OCICU) will follow the same refund criteria as the courses taken at NMC.	

Housing

For refund of housing, see the Campus Housing handbook.

Textbooks

Please contact the Bookstore regarding the textbook return policy by email or call 402.354.7240.