

SUBJECT: Tuition Refund Policy
REVIEWED/REVISED: 01/2017; 08/2017; 09/2021; 6/2022
PURPOSE: Academic and financial obligations for a registered course are only modified by an official drop or 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 Drop/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 through a student's academic advisor or located on MyMethodist. 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 Withdrawal Polices for Financial Aid Recipients.)

Withdrawal/Leave of Absence/Drop:

Students withdrawing, taking a leave of absence, or dropping courses, 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 11:59 p.m. Central Standard Time 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 11:59 p.m. Central Standard Time. It is the responsibility of the student to complete and submit a Drop/Add form.

Courses – 12 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 – 5 to 11 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 Partnerships

Prior to and including	Refund to Student
The courses taken from another institution through an online consortium agreement 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.