

School of Nursing Refund of Charges

School of Nursing Refund Policy for Dropping a Course

This policy defines the institutional tuition refund per a course when a student voluntarily withdraws (drops) from a course during a period of enrollment. The following schedule for tuition refund is to be applied to the individual course. **Note: This policy does not apply to students who voluntarily or involuntarily withdraw, take a leave of absence, or go on inactive status. See page 2.**

For students paying per credit hour for a semester-long course:

- Before the 2nd class session, 100% refund
- Before the 3rd class session, 90% refund
- Before the 4th class session, 75% refund
- Before the 5th class session, 50% refund
- After the 5th class session, no refund.

For courses that are not held for the entire semester, refunds will be prorated accordingly.

For full-time students paying the flat rate (APNN students):

- Before the 2nd day of classes starts, 100% refund (not including the first day of orientation)
- Before the 2nd week of classes starts, 90% refund
- Before the 3rd week of classes starts, 75% refund
- Before the 4th week of classes starts, 50% refund
- After the 4th week of classes starts, no refund.

A class week is defined as the seven days following the first class session. For example, if the first day of the semester is a Wednesday, the second class week would begin on the following Thursday.

For students enrolled in a non-Fast Track, online course, or a Hybrid course: (this includes "Flex Track courses")

- Before the 2nd week of classes starts, 100% refund
- Before the 3rd week of classes starts, 90% refund
- Before the 4th week of classes starts, 75% refund
- Before the 5th week of classes starts, 50% refund
- After the 5th week of classes starts, no refund.

A class week is defined as the seven days following the first day of the semester. For example, if the first day of the semester is a Wednesday, the second class week would begin on the following Thursday.

For the "Fast Track" on-line courses (NSG 305, 309, 310, 311, 312, & 313), and the Care Manager Education Program:

No refunds given after student is given access to the course.

For the Registered Nurse First Assist Program:

No refunds given once the class begins.

NOTE: Please note that course fees and lab fees are not prorated or refunded in any way. Also, note that the above refund policy is applicable even if you have tuition benefits. You are responsible for the cost of the course minus the refund according to the schedules above.

Students declaring withdrawal or inactive status for medical reasons or other extraordinary circumstances may be granted prorated charges throughout the term with the approval of the Associate Dean for Education and Student Affairs. Students receiving financial aid are advised to check with the Financial Aid Office before changing their status to see if their aid will be affected. Graduate students

receiving SON Scholarship support should also check with the Financial Aid Coordinator in Room 3-164 (585) 276-6079.

School of Nursing Refund Policy for Withdrawal/Leave of Absence/Inactive Status

This policy defines the tuition refund when a student voluntarily or involuntarily withdraws from all courses within a term. An active student who withdraws or takes a leave of absence from the School of Nursing on or after the first day of classes and through the seventh day of the term (first week), will receive a full tuition and fee refund (100%). An enrolled student who becomes inactive on or after the eighth day of the term but before the time when s/he will have completed 60% of the period of enrollment will have their institutional charges and institutional aid adjusted based on a daily proration of attendance. Federal financial aid is adjusted as described below. A student who withdraws or takes a leave of absence after the 60 percent point of the period of enrollment will receive no refund of institutional charges or financial aid for that term. *(It is important to note, however, that this is likely to impact renewal eligibility for financial aid in the next period of enrollment. For more information, contact the financial aid counselor and/or see the Satisfactory Academic Progress policy for details.)*

Per Federal regulations, a student earns his/her aid based on the period of time s/he remains enrolled, including during the first week of classes. Unearned Federal Title IV funds, other than work-study, must be returned to the appropriate federal agency. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time s/he remains enrolled. A student who remains enrolled beyond the 60 percent point earns all the aid for the payment period.

For example, if a period of enrollment is 100 days and the student completes 25 days, then s/he has earned 25 percent of her aid. The remainder of the aid must be returned to the appropriate federal agency. Unearned aid must be returned to the specific programs, in order, up to the total net amount disbursed from each source. The order of return is as follows: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, Direct Graduate PLUS Loan, Direct Parent PLUS Loan, Pell Grant, FSEOG, Iraq & Afghanistan Service Grant.