

**POLICIES AND PROCEDURES**

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**SUBJECT:** Tuition Refund Policy  
  
**EFFECTIVE DATE:** 01/17; 08/17  
  
**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.

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**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 the end of the day on Friday. If the term begins on a Monday and it is a holiday, the 5<sup>th</sup> 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%

<b>Week 5 and after</b>	<b>No Refund</b>
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**Courses—4 to 10 Weeks and Medical Assistant. These will begin on Monday of the sub-term start dates.**

<b>Prior to and including</b>	<b>Refund to Student</b>
<b>Day 1 - 5</b>	<b>100%</b>
<b>After the 5th day</b>	<b>No refund after that time</b>

**Professional Development Courses**

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

**Courses—Online Consortium of Independent Colleges & Universities (OCICU)**

<b>Prior to and including</b>	<b>Refund to Student</b>
<b>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.</b>	

**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.