



SUBJECT: Tuition Refund Policy

REVIEWED/REVISED: 01/2017; 08/2017; 09/2021; 6/2022; 6/2026

RELATED POLICY: Withdrawal Policies for Financial Aid Recipients, Campus Housing Handbook, Textbook Return Policy

PURPOSE: To establish the conditions and timelines under which tuition refunds may be granted when a student withdraws, changes enrollment, or discontinues participation in a credit or non-credit course or program.

POLICY OWNER: Vice President Academic Affairs

POLICY:

Academic and financial obligations for a registered course are only modified by an official drop or withdrawal from the course. Students withdrawing, taking leave of absence, or dropping courses must contact the College's Financial Aid and Business Offices to make necessary financial arrangements.

I. Undergraduate and Graduate Courses:

- a. 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. (CST) 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. (CST).
- b. Financial aid recipients also need to refer to the Withdrawal Policy for Financial Aid found on the College's website.

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

- c. **Campus Housing:** For refund of housing, see the Campus Housing handbook.
- d. **Textbooks:** Please contact the Bookstore regarding the textbook return policy by email or call (402) 354-7240.

II. Non-Credit Courses:

a. Nursing Assistant, and Medication Aide

- No refunds will be given three days (or less) prior to the first class, online or in-person.
- Full tuition is due upon registration. If students need to drop the class two weeks or more before the course start date, NMC will retain the non-refundable registration of \$150. The remaining monies can be refunded.
- Students may receive a 50% tuition refund 4 -14 days prior to the first class/orientation, either online or in person.
- Students can request to transfer to another course for a non-refundable charge. The transfer needs to be in the current calendar year. No monies can be transferred to a course in the following year and are forfeited.

b. Learning Center Courses - Phlebotomy, Sterile Processing Technician, Pharmacy Technician

- No refunds will be given three days (or less) prior to the first class, online or in-person.
- \$250 deposit due upon registration. \$100 is refundable if dropped two weeks prior to the start of the course when full payment for the course is made.
- Students may receive a 50% tuition refund 4 -14 days prior to the first class/orientation, either online or in person.
- Students can request to transfer to another course for a non-refundable charge. The transfer needs to be in the current calendar year. No monies can be transferred to a course in the following year and are forfeited.

c. RN Refresher & SPARK micro-credential courses

- No refunds once online access to the course has been granted.

III. Courses – Online Consortium Partnerships: The courses taken from another institution through an online consortium agreement will follow the same refund criteria as the courses taken at NMC.