

 GOOD SAMARITAN COLLEGE <small>OF NURSING AND HEALTH SCIENCE</small>	POLICY TITLE: WITHDRAWAL AND REFUND POLICY
Purpose of Policy:	This policy outlines how withdrawals and refunds are processed, the rules to follow when withdrawing from a course or from the College, and the College refund schedule
Scope:	<input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other
Committee(s) Responsible:	Enrollment Management
Location of Policy:	My GSC Portal
Attachments:	N/A
Forms Location F:/ and G:/:	GSC Tuition Appeals Policy (TAP)
Related Policies:	Return of Title IV Funds; Change of Status; Academic Standards and Regulations
Date Approved by Committee:	04/03/2018
Prior Revision Dates:	05/2005, 04/2008, 06/2010, 04/2011, 06/2016
Next Revision Date:	01/2019
Date Policy Effective:	07/01/2018
Final President Approval:	07/01/2018

Withdrawing from a Course:

Students who voluntarily withdraw from a course should review the factors to consider in making a decision to withdraw listed on the GSC website under the Registrar tab and under the tab called Withdrawing from Classes.

Students who voluntarily withdraw from a course will be entitled to a refund of tuition and fees in accordance with the refund schedule. The refund schedule is based upon the written drop or withdrawal from the course listed on the Change of Status form. Adjustments in a student's bill for tuition and refundable fees are based upon the date on which the College is notified. When a student withdraws from courses a Change of Status form must be completed. Students are not entitled to a refund if they withdraw from a course or the College after the end of the 4th week of the semester for fall and spring, after the 2nd week for the summer semester and after the 1st week for interim semester.

Failure to attend class does not constitute a withdrawal and does not entitle the student to a refund of tuition. Students who are administratively withdrawn for non-attendance will not receive a refund. Any student who leaves the College without notification forfeits all rights to refund or reduction of an account.

Any outstanding delinquent financial obligation to the College will be deducted from a refund.

Refund Schedule

Fall and Spring Semester

First week of the semester	100 percent refunded
Up to the end of 4 th week	50 percent refunded
After the 4 th week	No refund

Summer session:

First day the semester	100 percent refunded
Up to the end of 2 nd week	50 percent refunded
After the 2 nd week	No refund

Interim session:

First day the semester	100 percent refunded
Up to the end of 1 st week	50 percent refunded
After the 1 st week	No refund

Treatment of Title IV Aid when a Student Withdraws

When a student ceases to be enrolled, the College is required to determine the earned and unearned portions of the Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawals Due to Extenuating Circumstances

A student who withdraws from the College or courses due to extenuating circumstances may request a partial or complete cancellation of tuition by completing an appeal with the Business Office. Requests for medical withdrawal must be submitted in writing to the Business Administrator with appropriate documentation as indicated on the GSC Tuition Appeals Policy Form or requested by the Tuition Appeals Committee.

Refunds

Refunds may be issued to a student when there is a credit balance on their account resulting from an overpayment, course withdrawal, excess financial aid funds, etc.

Refunds are not issued until funds are actually received by the College.

Title IV funds for students are generally received in the third week of classes and any resulting refunds are processed within fourteen (14) days of receipt.

Students with credit balances resulting from excess financial aid funds, tuition cancellations, etc., will be emailed when their refund is ready. Refunds are mailed to the permanent address on file at the College or deposited into the recipient's bank account via Electronic Funds Transfer (EFT) if the student has submitted a signed Electronic Payment Authorization form. Students may request to apply their credit balance to future semester charges by completing the appropriate authorization form with the Business Administrator.

When a student's registration status changes and he or she is a recipient of financial aid funds, the student's record must be reviewed by the Financial Aid Office before a refund can be issued. Credit balances resulting from the disbursement of Parent PLUS Loans will be refunded directly to the parent unless written instruction is submitted to the Business Office by the parent authorizing the student to receive the funds.