

Taken from the Community of Educator's Handbook, Section 10, Graduate Academic Policies (October 22, 2010; updated February 21, 2011; updated October 10, 2011)

Refunds

Refunds for students who withdraw voluntarily or involuntarily are determined, with one exception*, according to the percentage of the semester/part of term completed when a student withdraws from a course. The following chart details the percentages of completion used to calculate the percentage of refunds and offers examples of the most common graduate course delivery models. If the delivery model of a graduate course is not listed below, the refund for such a semester/part of term will be calculated using the percentage of the course that is completed when a student notifies the Registrar's Office of the withdrawal.

* If a student withdraws from an intensive course by noon on the second day of the class, the student will be entitled to a 100% refund (provided the student's other financial obligations to Messiah College have been met in full). If a student withdraws from an intensive course at any time after noon on the second day of class, the student will not be entitled to receive a refund.

Percent Refund	Percentage of Semester/Part of Term Completed	EXAMPLES		
		8 Week Course (Calendar Day)	12 Week Course (Calendar Day)	Semester Long Course (16-wk example) Calendar Day
100%	6.7 %	Day 1-4	Day 1-6	Day 1-8
75%	13.4%	Day 5-8	Day 7-12	Day 9-15
60%	20.0%	Day 9-11	Day 13-17	Day 16-22
50%	26.7%	Day 12-15	Day 18-22	Day 23-30
25%	33.3%	Day 16-19	Day 23-28	Day 31-37
0%	After 33.3%	After Day 19	After Day 28	After Day 37

Procedure

1. A "drop" occurs prior to the start of the term in which a student is registered for the class. A "withdrawal" occurs once the term begins. All requests for drops or withdrawals must be emailed to the Registrar's Office. The date of the email determines the refund date and amount. Notifying an instructor does not constitute an official request to drop or withdraw from a course.
2. In addition to the percentage of tuition refund, a withdrawal from class results in the assessment of a fee. This fee will be added to the student's account. Any approved exception to the withdrawal date may result in a late fee.
3. Courses dropped on or after the first day of class and through the completion of two-thirds of the class will be indicated with a W (withdraw) on the student's transcript. This withdrawal grade will not be calculated in the grade point average. After two-thirds of the course is completed, students are not permitted to withdraw from their course except in cases documented by his/her physician or employer.
4. For any course that is one week in length or less the student has until the end of the first day to drop the course with a full refund. After the first day, the tuition is non-refundable except for the reasons of 1) illness documented by a physician or 2) employment reasons as documented by an employer, or 3) death of an immediate family member.
5. Lab, music, private music lesson, art studio and all other course-related fees, as applicable, will not be refunded after completion of 6.7% of the semester.

6. Dining Services fee refunds are pro-rated throughout the semester/term based on the length of the semester.
7. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
8. In accordance with federal regulations, when federal financial aid refunds are involved, the amounts are allocated in the following order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, other Title IV aid programs.
9. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1956 (as amended) and includes the following programs: unsubsidized FFEL loans, subsidized FFEL loans, unsubsidized Federal Direct Stafford Loans, subsidized Federal Direct Stafford Loans, Federal Perkins loans, FFEL PLUS loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG.
10. Institutional and student responsibilities in regard to the return of the Title IV funds:
 - a. Messiah College's responsibilities
 - i. Providing each student with the information given in the policy
 - ii. Identifying students who are affected by the policy and completing the Return of Title IV Funds calculation for those student
 - iii. Returning any Title IV funds that are due the Title IV programs
 - b. Student's responsibilities
 - i. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of the Title IV Funds calculation
11. Other financial aid will be refunded in proportion to and along the same schedule as tuition.

Rationale

This policy has been instituted to establish an official withdraw date, provide a fair and equitable policy for determining refunds for withdrawing students, provide student counseling regarding withdraw implications, and provide a waiting period at no expense to the student.