

Mitchell College Policy Manual

TITLE	Thames at Mitchell College Student Refund Policy
Policy Number	BUS.2014.0002
Effective Date	1/23/2018
Approval date	1/23/2018
Approved by	President

1. PURPOSE

The intent of our refund policy is to protect the financial interest of the College, a nonprofit institution, to insure the facilities will be used by students who genuinely seek to further their education, to protect the financial rights of the students, and to meet legal requirements.

2. DEFINITIONS

Thames Session:

Sessions	Number of Weeks	Calendar Period
Fall Session	17	End of August – Mid December
Winter Minimester	2	January (OPTIONAL)
Spring Session	16	Mid January– Beginning of May

3. THE POLICY

a. The College's refund policy will adhere to the following schedule per session:

- Before the first day of classes 100% refund
- Within the first week of classes and before add/drop period 100% refund
- By the end of second week of classes 50% refund
- By the end of third week of classes 25% refund
- By the end of fourth week of classes 0% refund

Winter Minimester:

- Before the first day of classes 100% refund
- Within the first week of classes 100% refund
- After the first week of classes 0% refund

b. Enrollment period is defined as the first day of classes to the last day of final exams within a session.

c. The college participates in alternative loan programs. These are private loans that are based on credit worthiness and income. Funds received from these loans will be returned to the borrower according to the schedule above (see item a.).

d. Outside grants and scholarships will be refunded based on the guidelines of the grantors.

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- e. Any charges for other fees, such as library fees, parking tickets are not eligible for refund. Group health insurance is not eligible for pro rata withdrawal credit or tuition withdrawal credit.
- f. Students will be responsible for all attorney fees and other costs necessary for the collection of any unpaid balance.
- g. Any remaining balance due Mitchell College must be paid before a transcript is issued.
- h. Refunds are initiated when a student has officially withdrawn from Thames at Mitchell College.
- i. If the college determines that the student did not begin the withdrawal process due to illness, accident, or other circumstances beyond the student's control, the College may determine the appropriate withdrawal date.