

DEPARTMENT: Financial Aid - MSOM  
POLICY NAME: Tuition Refund  
POLICY NUMBER: FA-015  
OWNER: Financial Aid Office  
EFFECTIVE DATE: 1/1/2025

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## SCOPE

All students enrolled and begin attendance at MSOM.

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## PURPOSE

To determine the amount of earned tuition based on time of attendance.

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## POLICY

A student who cancels, withdraws for personal or medical reasons, is suspended, or is dismissed will receive a refund of all tuition charged for the semester based on the following schedule:

<b>Proportion of Total Course by date of Withdraw</b>	<b>Refund</b>
<b>During the first week of classes</b>	<b>100% Refund</b>

After the first week (5 calendar days) of classes each semester (fall/spring), there will be no adjustment to tuition. Fees are fully earned on day 1 of the semester.

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. A student choosing to withdraw from the school after the start of classes must provide a written notice to the Dean. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by electronic transmission.
  2. If the student withdraws before the end of the drop/add period (1st week of each semester), the student will be refunded the charged cost of tuition. **No refunds will be issued if a student withdraws after the first week of each semester.**
  3. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.
  4. Refunds will be issued within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
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## PROCEDURE

- A. Any refund due to a student must be paid within 30 days from the date of withdrawal or termination.

**RELATED POLICIES**

- A. Payment Policy
- B. Return of Title IV Funds (R2T4)
- C. NSLDS Enrollment Reporting
- D. Withdrawal Policy