

Marian University-

Return Policy for Military-Connected Tuition Assistance (TA) funds

Military-connected students are refunded based upon the same University Refund Policy as non-Military-connected students in the event that they are unable to complete a course.

The Marian University Refund Policy is as follows:

UNIVERSITY REFUND POLICY

Students are responsible for adding, dropping, and withdrawing from courses. This includes the completion and submission of Course Add/Drop forms to the Office of the Registrar. The day on which the Office of the Registrar receives the Course Add/Drop form is the official drop date. To avoid a failing grade, students must drop any courses not attended. Students who receive federal financial aid funding should check with the Office of Financial Aid prior to making any changes in course registration for the semester.

For purposes of determining refund, the official date of course drop/withdrawal or university withdrawal, is the day upon which completed course drop or withdrawal forms are received in the Office of the Registrar. Emails, phone calls, or no longer attending class do not constitute a proper withdrawal from class. The required Course Drop form must be completed and submitted to the Office of the Registrar.

The following refunds are applicable:

All students withdrawing from the University or changing enrollment status are issued tuition refunds based on the following schedule:

Drop before first class 100% refund

Length of class Amount of refund

7 weeks or longer:

1 st week	90%
2 nd week	75%
3 rd week	50%
After 3 rd week	None

1 to 6 weeks:

1 st week	90%
2 nd week	50%
After 2 nd week	None

2-day courses:

1 st day	50%
After 2 nd day	None

ADDITIONAL REFUND INFORMATION

- The Office of Financial Aid has a separate Refund Policy for returning aid when a student withdraws from a course or the University.
- The refund policy also applies to students who are suspended or expelled for disciplinary reasons.
- Fees for courses dropped after the add/drop period are non-refundable.
- Room charges are non-refundable.
- Appeals of the refund policy should be submitted to the Office of Business and Finance. Appeals must be submitted within 30 days of posting to a student account. obf@marianuniversity.edu
- Board refunds are made, with appropriately approved exceptions, on a pro-rated basis.

- Through the appropriate action of its administration and Board of Trustees, the University reserves the right to make changes in the above policies as financial and operational considerations may require. Changes in tuition or fees after publication of this bulletin are printed separately and are made available to all current and prospective students.

Marian University's Veteran Certifying Official will report the withdrawal and resulting updated tuition and fee charges to the Department of Veteran Affairs. The Department of Veteran Affairs Debt Management Center will send Marian University a Debt Letter listing the overpayment of TA funds. Marian University's Office of Business and Finance will issue a check to the Department of Veteran Affairs and mail to the Debt Management Center in the envelope provided with the Debt Letter.

The refund amount is no longer 100% once the course has started, or once the Add/Drop period has ended.

The refund amount is zero after the 3rd week of the course.

The refund amount is subsequently also zero, when the course is 60% complete.

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