

Berkeley College
Tuition Refund Policy For Online Students Who Reside in Maryland

Scope

This policy applies to online students who are registered with the College as residents of the State of Maryland.

Purpose

This policy is intended to comply with Maryland regulations concerning the calculation of refunds for students who withdraw or are dismissed during a term.

Refunds

If an online student who resides in the State of Maryland officially withdraws or is dismissed from the College during an academic term, the student will be entitled to a refund in accordance with this policy.

Financial aid will be adjusted based on U.S. Department of Education Return of Title IV Funds Regulations and the College's Check Point Policy. When a student notifies Academic Advisement of the student's withdrawal, that date will be used to calculate the amount of financial aid funds that the College must return. If the withdrawal occurs subsequent to the 60% point in the term, then all of those funds are deemed "earned" and do not need to be returned. State aid will be returned based on state regulations and Berkeley College institutional aid will be prorated in accordance with the College tuition refund schedule.

When a student withdraws without notifying Academic Advisement ("unofficial withdrawals"), the calculation is different. When the College becomes aware of a student's unofficial withdrawal through the "check point" process, financial aid will be considered earned as if the withdrawn student had attended for 50% of the term. The remaining portion of the original financial aid award will be returned to the originator.

Important note: Since a withdrawn student's tuition liability to the College is governed by the schedule set forth in the Tuition Refund Policy, the amount that a student who is withdrawn (officially or unofficially) during the term owes the College for tuition may exceed the amount of financial aid that the student is permitted to retain under governing regulations. If so, the student will be liable to the College for any balance.

A. Refunds for Students Who Withdraw Officially or Are Dismissed During the Term

Tuition refunds for Berkeley College Online students who reside in the State of Maryland shall be based on the date of official withdrawal or dismissal and paid within 60 days of that date. **To withdraw officially, a student *must* contact Academic Advisement.** In accordance with Maryland regulations, tuition refunds for Maryland online students will be calculated as follows:

<u>Notification date during</u>	<u>Tuition Refund</u>
• First and second weeks	100% refund
• Third week	80% refund
• Fourth week	60% refund
• Fifth week	40% refund
• Sixth through eighth weeks	20% refund
• After the eighth week	No refund

B. Students Who Fail to Withdraw Officially. A student who ceases to attend but does not officially withdraw by contacting Academic Advisement may be liable for 100% of the charges for the term.