



**Maryland University of Integrative Health**  
***Policy and Procedures***

**No. 2040 Rev.: 5**  
**Date: June 25, 2024**

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**Subject: Student Refund Policy**

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**1. Purpose**

This policy outlines the rules and regulations for student refunds for face-to-face (F2F) and online courses at Maryland University of Integrative Health.

**2. Policy**

Refunds and reductions are issued based on when a student officially drops or withdraws from a course. The computation of any credit or refund is made from the date of the official request:

1. A student who drops a course up to one calendar day before the course begins, per the start date in the data portal, will receive a full tuition refund for that course.
2. A student who drops a course during the schedule adjustment period will receive a full tuition refund for that course.
3. A student who drops a course that is considered a drop and the course does not appear on the transcript will receive a full tuition refund for the course.
4. A student who registers for a course and does not drop before the course begins nor during the schedule adjustment period and does not submit a withdrawal form during the course is required to pay 100% tuition.

For Courses Through the summer 2024 Trimester: Use the [Course Add/Drop/Withdrawal Form on the MUIH website](#).

For Fall 2024 Trimester and Later Courses: Use the [Registration Form on the NDMU website](#).

5. For Courses Through the Summer 2024 Trimester: The amount of a tuition refund for withdraw (W) grades will be calculated for each individual course based on the percentage of the course completed. The course length is defined by the start and end dates in the data portal.

<b>Refund Percentage</b>	<b>Percentage of Course Completion</b>
100%	0% - Drop prior to course start date per the data portal or drop during the schedule adjustment period
85%	1% - 15%
75%	16%-25%
50%	26%-49%
0%	50%-100%

6. For Fall 2024 Trimester and Later Courses: The amount of a tuition refund for withdraw (W) grades will be calculated for each individual course based on the percentage of the course completed. The course length is defined by the start and end dates in the data portal.

<b>Refund Percentage</b>	<b>Percentage of Course Completion</b>
100%	0% - Drop prior to course start date per the data portal or drop during the schedule adjustment period
75%	1% - 15%
0%	16%-100%

The University pays by check the excess Title IV program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after

- The date the balance occurred on the student’s account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period

## **2.1 Provisions**

Residents of the state of Oregon enrolled in a degree or certificate program are subject to a modified tuition refund policy, as specified by Oregon Administrative Rule (OAR) 583-030-0035(18)(c): *After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or non- traditional calendar.*

There shall be a 50% prorated refund up to the middle week of a trimester. For a fourteen (14) week trimester, there will be a 50% refund up to the end of the eight (8th) week of the trimester.

## **3. References**

Course Add/Drop/Withdrawal Form

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

## **4. Approval and Revisions**

Approved June 25, 2020 by President and CEO, Marc Levin.

- Note: This policy is an update of the former "Refund Policy", which was last reviewed in March 2019. A copy of the "Refund Policy" is available from the President's Office.

Approved June 8, 2021 by President and CEO, Marc Levin

- Note: This policy has been updated to include number 3 and 4 and a minor change to number 6.

Approved January 19, 2024 by President and CEO, Marc Levin

- Note: Policy updated to include a modified tuition refund policy for Oregon residents per Oregon Administrative Rule (OAR) 583-030-0035(18)(c)

Approved April 19, 2024 by Interim President, Christina Sax \*NOTE DATE CORRECTION TO 5/28/24\*

- Note: Refund Percentages and Percentage of Course Completion in the chart in Section 2 were updated to align with the tuition refund policy of Notre Dame of Maryland University (NDMU), following the change in ownership of MUIH by NDMU.

Approved June 25, 2024 by Interim President, Christina Sax

- Correction of approval date on the previous update listed in Section 4, from 4/19/24 to 5/28/24.