



Maryland University of Integrative Health
Policy and Procedures
2024

No. 2040 Rev.: 1
Date: January 19,

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 receives an "E" grade will receive a full tuition refund for that course.
4. 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.
5. 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 [Course Add/Drop/Withdrawal Form](#) during the course is required to pay 100% tuition. The Course Add/Drop/Withdrawal Form is available on the [MUIH website](#) or from the Registrar's Office.

6. 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.

Refund Percentage	Percentage of Course Completion
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%

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)