



Maryland University of Integrative Health
Policy and Procedures

No. 2040 Rev.: 0
Date: June 25, 2020

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 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.
4. The amount of a tuition refund for other situations 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

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.