

# Refunds

## Tuition Adjustment / Refund Policy

At the time of enrollment, students are classified into one of the student types described below. This student type drives charges for tuition and refund eligibility.

**MAIN** - undergraduate students primarily taking courses at the Lebanon, IL campus

**MCKW** - undergraduate students in on-line programs or graduate students

Non-attendance does not constitute an official withdrawal. Official withdrawal from courses is required even if the student is not eligible for a tuition refund. The final grade is determined by the official withdrawal documentation.

*The modality of instruction, and the start and end dates for academic term instruction, on-campus housing and dining services, may vary from year to year. Please refer to the Academic Calendar and the Student Course Catalog for this information.*

*This policy does not address refunds for Housing or Meal Plans. Please refer to Residence Life Policies for information on these charges.*

### **MAIN Full-time Students**

A student is considered full-time if registered for at least 12 credit hours in the semester. Students are charged a flat tuition rate for the semester for the first 18 credit hours attempted (those not dropped prior to the 100% refund deadline). Credit hours over the first 18 credit hours attempted in a semester are charged at the per credit hour rate.

It is the student's responsibility, not the instructor's, to ensure that the University Add/Drop form has been completed and submitted to the Office of Academic Records.

### **Full Tuition Refund/Adjustment**

Active military service: Students who withdraw to enter military service prior to the end of the term are eligible for a 100% adjustment of tuition and adjustable fees for courses not completed. Documentation of such military services must be provided from the appropriate military official.

### **Partial Tuition Refund/Adjustment**

The student must officially **withdraw from all courses or take a leave of absence** from the University in order to be eligible for a partial tuition adjustment. A partial tuition adjustment will be made during a term, in accordance with the schedule shown below, if withdrawal/leave of absence is necessitated for one of the following reasons:

- illness, certified by the attending physician, causing excessive absence from classes;
- withdrawal for academic reasons at the request of the University during a term;
- documented transfer by employer, making class attendance impossible

### **MAIN Part-time Students**

A student is considered part-time if registered for less than 12 credit hours per semester. It is the student's responsibility, not the instructor's, to ensure that the University Add/Drop from has been completed and submitted to the Office of Academic Records. A partial tuition adjustment will be made during the term, based on the date of withdrawal, in accordance with the schedule shown below.

If charges are reduced due to withdrawal, financial aid programs are reimbursed before a cash refund is issued to the student. The student is responsible for any unpaid balance at the time of withdrawal. Aid programs are reimbursed in the following sequence: Federal Direct Loans, Perkins Loans, Federal Pell Grants, Federal SEOG, other federal aid, state aid, and institutional aid. If a credit balance still remains, the student is then issued a refund.

### **MCKW Students**

It is the student's responsibility, not the instructor's or advisor's, to ensure that the University Add/Drop from has been completed and submitted to the Office of Academic Records. A partial tuition adjustment will be made during the term, based on the date of withdrawal, in accordance with the schedule shown below.

If charges are reduced due to withdrawal, all discounts and financial aid programs are reimbursed before a cash refund is issued to the student. The student is responsible for any unpaid balance at the time of withdrawal. Aid programs are reimbursed in the following sequence: Federal Direct Loans, Perkins Loans, Federal Pell Grants, Federal SEOG, other federal aid, state aid, and institutional aid. If a credit balance still remains, the student is then issued a refund.

## **Business Office Refund Schedule**

<b>Term Length</b>	<b>Drop Deadline*</b>	<b>Refund %</b>
16 Weeks	Prior to start of classes	100% refund
	Prior to 5PM on 5th business day	100% refund
	Prior to 5PM on 10th business day	75% refund
	Prior to 5PM on 20th business day	50% refund
	After 5PM on 20th business day	No refund
8 Weeks	Prior to start of classes	100% refund
	Prior to 5PM on 7th business day	100% refund
	Prior to 5PM on 10th business day	75% refund
	Prior to 5PM on 15th business day	50% refund
	After 5PM on 15th business day	No refund

\*Business days are counted from the first day of the term, not the first day of the class (e.g., if the term starts on Monday, but your class does not start until Tuesday, the first business day is Monday).

## Refund of Credit Balances

Students will occasionally have a credit balance on their account when the combination of financial aid, loans and payments exceed charges from the University. Credit balances may, in many circumstances, be refunded to the student. Please note:

- Institutional aid (grants and scholarships provided by McKendree University) may only be used toward tuition and fees. Some athletic scholarships may be used for housing and meal plans. No institutional aid will be refunded to the student. If aid is greater than the charges to which they may be applied, the student's aid will be reduced.
- The Illinois MAP grant may only be used toward tuition and fees and may not be refunded to the student.
- Changes to enrollment (number of credit hours) may impact the student's eligibility for federal grants and loans and the Illinois MAP grant.
- If the credit is the result of a payment by a third party or outside scholarship, those funds are generally required to be returned to the payor (not the student).
- If the credit is the result of a payment by a Parent Plus loan, the refund generally is made to the parent unless the parent designates the student as the recipient during the application process.

### **Refund Process**

Student Financial Services begins review of accounts with credit balances after institutional aid is accepted and federal grants and loans are confirmed by the Department of Education. This review process usually starts during the 3<sup>rd</sup> week of classes. Students can generally expect that refunds will be initiated by the 10<sup>th</sup> business day after aid is posted to the account. On self-service, financial aid will be listed under the "Disbursed" column of your registration statement (bill).

### **BankMobile - Get your Refund Faster!**

McKendree University has partnered with BankMobile Disbursements for faster delivery of your refund. This is a secure method for transferring funds. We transfer refunds to BankMobile and BankMobile can direct deposit your refund into your checking or savings account.

- There is no cost to students to link to an existing account.
- BankMobile offers account options at a modest fee if you do not already have an account.

For more information, visit this link: <http://bankmobiledisbursements.com/refundchoices/>.

***View the required disclosures and contract with BankMobile, a Division of Customer Bank.***