

Current Status: *Active*



SAINT ANTHONY
COLLEGE OF NURSING

Original Effective: 1/26/1990
Last Reviewed or Revised: 10/21/2025
Category/Chapter: Students
Applicability: SACN Operating Units

Tuition Refund (318)

PURPOSE:

The purpose of this policy is to establish general guidelines for a tuition refund.

POLICY:

It is the policy of the College to refund student tuition if notified of a change in registration status within an appropriate period of time. Program adjustments and withdrawals may affect a student's account.

As Saint Anthony College incurs expenses in advance for the entire academic year, a tuition refund schedule has been developed to reflect an equal sharing of the loss when a student withdraws.

Students who officially withdraw from all courses enrolled at the College, or are dismissed, will receive refunds according to the following schedule:

16 Week Courses

SEMESTER WEEK	REFUND PERCENTAGE
Prior to the beginning of semester	100
End of week 1	100
End of week 2	70
End of week 3	50
Week 4 or after	0

8 Week Courses:

SEMESTER WEEK	REFUND PERCENTAGE
Prior to the beginning of semester	100
End of week 1	100
Wednesday of Week 2	70
Tuesday of Week 3	50
After Week 3	0

This policy may be superseded by any federal and/or state mandate* necessary to remain eligible for student financial aid programs.

Refunds or repayments for students who are recipients of Title IV financial aid are processed in accordance with federal regulation 34 CFR 668.22. The college is required by the Higher Education Act to recalculate the eligibility for federal Title IV student financial assistance when a student withdraws, drops out, is dismissed, or takes a leave of absence prior to completing 60% of the semester. As required, refunds or repayments are made to the financial aid programs first.

Credit balances due to a payment received via a wire transfer or credit card must be refunded to the originating bank account or credit card.

Any financial aid proceeds given directly to the student prior to the refund date may be subject to repayment by the student.

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PROCEDURE:

- In order to receive the appropriate refund, a student who wishes to withdraw from the College must comply with the "Withdrawal from the College Policy and Procedure", located in the Student Handbook.
- The beginning of each semester is defined by the academic calendar and not individual course dates.
- No refunds will be granted after end of the third week of the semester. For courses that run more or less than 16 weeks, the refund would be prorated accordingly.
- There is no refund on supplies or fees.

REFERENCES:

*Title 34, Section 668.22 Department of Education Federal Regulations

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