

## REFUND SCHEDULE

Graduate and Professional Studies Programs need to check their individual program catalogs for refund schedules.

Meals and Residential Halls: Pro-rated as of the date notification is given to the Director of Retention and the room is vacated. The deposit will be refunded within 30 days after a student withdraws or graduates provided there are no fines and no furniture or room damage. If the student owes a balance, the deposit will be applied to the balance.

Tuition:

First week of classes.....	100%
Second week of classes.....	90%
Third week of classes.....	80%
Fourth week of classes.....	60%
Fifth week of classes.....	40%
Sixth week of classes.....	25%
Seventh week of classes.....	10%

After the first week, there will be no refund of Student Fees, Private Lesson fees, or Course Fees. The date for calculating the refund is the date that the withdrawal process is initiated with the Director of Retention.

Students called to active military duty during a semester will receive a full tuition refund for courses that are dropped. Appropriate documentation for active military duty must be provided to the Vice President for Academic Affairs.

### Summer Term:

Dates and pro-rated percentages for the summer term are available in the Cashier and Student Account Services office.

## REFUND POLICY

These refund policies conform to the requirements of the Higher Education Act Amendments of 1998. Based on the federal calculation, the unearned percentage of aid received for the semester must be returned if the student withdrawal is prior to the 60% completion time of the payment period.

MNU Institutional Scholarships and Grants are awarded for full-time attendance for the semester. Institutional financial aid will be prorated when students withdraw or drop below full-time and tuition charges are adjusted. Institutional aid will be prorated at the same percent as the tuition adjustment (e.g. 60 percent tuition refund: institutional scholarships/grants will be reduced by 60 percent of the original total). The proration policy applies to all institutional grants/scholarships, including athletic scholarships.