

Refund Policy

The College operates on an annual budget with commitments to faculty salaries, educational costs, and plant expenses made in advance of the semester. Therefore, Christendom College has adopted a refund policy which is equitable to the College and its students.

For new students, the tuition and housing deposits made in advance of the Fall Semester will be refunded in full for written cancellations received by May 1. For returning students, the tuition and housing deposits made in advance of the Fall Semester will be refunded in full for written cancellations received by June 1. For Spring Semester students, the tuition and housing deposits will be refunded in full for written cancellations received by December 1.

Student fees are not refundable.

Students who leave or withdraw from the College before the end of the semester and who file a Withdrawal Notice outlined in the next section are eligible for refund of semester tuition and room and board payments due on Registration Day according to the following schedule:

| <u>Withdrawal</u> | <u>Refund</u> |
|--|---------------|
| First 14 calendar days of semester | 60% |
| 15 th calendar day through 28 th calendar day of semester | 40% |
| 29 th calendar day through 42 nd calendar day of semester | 20% |
| After the 42 nd calendar day of semester (Calendar days figured from date of Registration) | No refund |

Any other amounts owed to the College will be deducted from the refund.

Students and parents who have signed a Payment Plan Contract must understand that in the event of the student's withdrawal from Christendom College before paying all monthly installments, any refunds due as provided above will be applied to the balance due, and that any unpaid balance must be paid.

A student who is physically or psychologically disabled for the remainder of the semester as certified by a legally qualified physician, psychiatrist, or surgeon (M.D.) may qualify for additional refund over the schedule stated above. The student or parent must request a Medical Withdrawal Certification Form for the physician, surgeon, or psychiatrist to complete and return to the College to qualify for any additional refund.

Refunds will be processed 30 days after the date of withdrawal given on the Withdrawal Notice, and in the case of medical withdrawal, after 30 days of receipt of the signed and completed Medical Withdrawal Certification Form.

Withdrawal Procedure

Students who withdraw from the College before the end of the semester must have an exit interview and file a Withdrawal Notice with the Vice President of Student Affairs before leaving campus. It is strongly recommended that the student also see the Student Billing Office to determine the financial consequences of withdrawal. The date of withdrawal used to compute a refund is the date that a completed Withdrawal Notice is filed with and dated by the Vice President of Student Affairs.

In the case of a medical withdrawal, the student or parent should, within a reasonable time, submit a written letter requesting withdrawal to the Vice President of Student Affairs and complete and return a Medical Withdrawal Certification Form. In this case, the date of withdrawal will be determined from the day of departure from campus because of the medical condition or emergency. This assumes the student has not returned to campus for any overnight stay or class attendance during this period.