



Student Tuition and Fee Refund and Withdrawal Policy

Refunds After the 'Add/Drop' Deadline

No financial adjustment is made for credit load reduction after the last day to add or drop a course with no record on transcript, unless approved by the Academic Standards Committee or Tuition and Fees Committee. Students requesting an adjustment to charges must submit a written appeal to the appropriate committee, along with written support from a faculty member or advisor before the appeal will be considered. If a student reduces his or her credit load to less than full time prior to the last day to add or drop a course with no record on transcript, the tuition charges will be recalculated and financial assistance will be revised to reflect the updated credit load.

Withdrawal from College

This policy governs the refund of institutional charges and the return of institutional scholarships and grant funds disbursed for a student who completely withdraws from a term. It does not apply to students who have dropped some classes but remain enrolled in other classes.

Students withdrawing from college completely are required to complete the process of an official academic withdrawal from Rocky Mountain College. The official withdrawal form can be found online at www.rocky.edu > Academics > Academic Forms and Policies > Academic Withdrawal Form. It is the student's responsibility to contact all departments indicated on the withdrawal form to complete the withdrawal process. The student must contact the Student Accounts Office for information regarding the proration of charges and financial assistance and for the handling of the balance of their account as a result of the withdrawal calculation. Accounts with a balance due Rocky Mountain College are subject to the Student Account Policies outlined herein.

The date the official withdrawal form is submitted by the student determines the percentage of the term completed. This percentage is used to calculate the proration of tuition, fees, room, board, and institutional scholarships and grants. The withdrawal calculation for the return of institutional funds is the same as the return to Title IV funds calculation. If the withdrawal takes place after the first five days of the semester and before 60% of the term is completed, the percentage is determined by dividing the calendar days completed in the period by the calendar days in the period (excluding scheduled breaks of five days or more).

- Withdrawal before drop/add date (first five days of semester) – 100% refund
- Withdrawal after drop/add date (after first five days of semester and before 60% of term completed) – prorated refund based on percentage of term completed (number of days completed divided by number of days in semester)
- Withdrawal after 60% of term completed – no refund

If the student withdraws without official notification, the College will determine the last date of attendance. This date is generally the student's last date of attendance at a documented academically related activity. Academically related activities include, but are not limited to a lecture, a lab, an exam, and/or attending a study group. Residing in institutionally owned facilities or eating at institutionally provided food services are not considered to be academically related activities. If a last day of attendance cannot be determined and the College can verify the student attended at least one class during the term, the 50% point of the semester will be used as the withdrawal date.

Refund of Room if a Student Leaves Residence Hall for Reasons Other Than Withdrawal

The student will be released from their residence hall contract only if he or she meets the criteria for release stated in the Off-Campus Housing Exemption Request Form or Contract Cancellation Request Form. The Director of Residence Life will make the final decision regarding contract releases.

A \$250 cancellation fee and prorated room and board charges may be assessed as of the date of final check out if completed before the 10th day of classes. If final check out is completed after the 10th day of classes, the \$250 cancellation fee and full room and board charges will be assessed. Refunds will not be processed until the final checkout is complete, cleaning and/or damage fees are assessed, furnishings/keys accounted for, and outstanding debt to RMC has been resolved. Any remaining deposit balance will be refunded to the student the semester following the date of termination.

A student whose Off-Campus Housing Exemption Request Form or Contract Cancellation Request Form is denied must pay the full amount of the room and board charges for the full contract period and will not be checked out until the expiration of the contracted term.

This contract may be terminated by the Office of Residence Life at any time for violation of the terms and conditions of this contract. If the contract is terminated, RMC may assess a \$250 contract cancellation fee, retain all payments made under the contract, and may seek any other remedy in law or equity. If this contract is terminated, the student agrees to vacate the residence hall within 24 hours, unless written permission has been obtained from the Director of Residence Life. The student agrees to pay all reasonable costs, attorney's fees, and expenses made or incurred by RMC in enforcing this contract.

Refund of Meal Plans for Reasons Other Than Withdrawal

Students are allowed to reduce their meal plans until the 5th day of class each semester and the lower charge will be assessed.