

# BAPTIST HEALTH COLLEGE LITTLE ROCK

## STUDENT SERVICES

### STUDENT TUITION/FEE REFUND

<b>Policy Number: 306</b>	<b>Effective Date: December 2009</b>
<b>Authorized by: Joel Hicks, EdD, RT(R)</b>	<b>Edited Date: February 2024</b>

**PURPOSE:** To communicate with BHCLR students their eligibility concerning tuition and fee refunds.

**POLICY:** A student who officially withdraws or is withdrawn from Baptist Health College Little Rock is eligible for a financial refund as follows:

**PROCESS:** The refund schedule is based on the **official date of withdrawal** (voluntary or administrative) of a student. The official date of withdrawal is defined as the student's last documented day of attendance in any BHCLR scheduled learning activity (classroom, skills laboratory, computer laboratory, clinical laboratory, etc.)

#### REFUND METHODOLOGY:

If the official date of withdrawal falls:

Before the end of the fifth business day in a semester..... 100%

After the fifth, but before the end of the tenth business day in a semester.....50%

After the tenth business day in a semester.....0%

With the exception of the \$200 registration fee, all tuition and fees payable to BHCLR will be eligible for refund according to the above schedule. Tuition, fees, and expenses collected by outside and/or partnering institutions and vendors will be refunded according to the policy of that institution and/or vendor. Examples of such expenses are textbooks, uniforms, University of Arkansas - Pulaski Technical College tuition and fees, etc.

Refunds are calculated based on the official date of withdrawal. A student must initiate withdrawal from the program by submitting a Withdrawal Request Form before a refund will be processed. Upon withdrawal, any credit balance resulting from Baptist Health Foundation funds will be returned to the scholarship fund account. The amount returned will not exceed the original amount of the scholarship.

Tuition and fee refunds are made within 30 days of withdrawal and after all outstanding balances to the college and supporting institutions are paid.

Title IV funds (Federal PELL and Direct Loans) are earned in direct proportion to the length of time a student remains enrolled. If a student receiving Title IV funds discontinues study, for any reason, during the first sixty percent of an academic semester, aid must be repaid by the student to BHCLR and/or the US Department of Education. Any repayment of aid as a result of a Return to Title IV calculation will be applied to the student account prior to tuition/fee refund.

Military funds / Military Tuition Assistance are earned in direct proportion to the length of time a student remains enrolled. If a student receiving military funds discontinues study, for any reason, during the first sixty percent of an academic semester, unearned funds will be returned to the Military Department. Any balance created on the student account will be the responsibility of the student. Any repayment of funds as a result of a withdrawal calculation will be applied to the student account prior to the tuition/fee refund. Class days start on the date(s) delineated on the Baptist Health College Little Rock semester calendars and academic program calendars.

If a student is enrolled in the Nelnet payment plan and discontinues study at a time in which the student still carries a balance; the student remains financially obligated to pay the balance.