

## **Refund Policy**

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the requirements of Federal Regulations. Financial aid recipients should refer to the refund and repayment policy with financial aid.

### **Withdrawal Period Refund**

1st – 5th business day of term 100%

6th – 10th business day of term 50%

After the 10th day of term None

### **Partial Withdrawal**

Refunds are not given to students for Partial Withdrawals or to those who exchange classes for a course which has fewer semester hours of credit after the drop date.

If a student's schedule is reduced for the convenience of CMN, as in the cancellation of classes for insufficient enrollment, the tuition shall be adjusted without penalty

## **Withdrawals**

### **Add/Drop courses**

#### **Course Adds:**

Once enrolled, students may add other courses to their term schedule by the designated deadline listed on the Academic Calendar. Student Services advisor assistance is required. Complete forms must be submitted to the Registrar's Office by the appropriate deadline.

#### **Course Drops:**

Students may drop courses by the designated deadline listed on the Academic Calendar. Courses dropped within the drop period do not appear on the student's transcript. Students are not charged for courses dropped within the designated period. Student Services advisor assistance is required. Complete forms must be submitted to the Registrar's Office by the appropriate deadline.

### **Withdrawal from courses**

#### **Partial Withdrawal:**

Students who withdraw from courses by the designated deadline listed on the Academic Calendar will receive a grade of "W" for the course. Student Services advisor assistance is required. Completed forms must be submitted to the Registrar's Office by the appropriate deadline.

#### Total Withdrawal:

Students who withdraw from all courses by the designated deadline listed on the Academic Calendar will receive a grade of W for those courses. A student who wishes to withdraw completely from the College must do so officially by meeting with his or her Student Services advisor for assistance. The "W" has no effect on grade point average but will be considered for financial aid purposes. Students should consult the Financial Aid Office before withdrawing. A decision to withdraw should be evaluated in terms of veteran's benefits, financial aid, potential repayment of financial aid (full or partial), family health insurance coverage, student loan repayment deferral and other situations which may have adverse consequences from withdrawal. If a student plans to withdraw from coursework and has received financial aid, the student should discuss the situation with his/her tribal higher education department, if applicable, and CMN's Financial Aid Office.

Students will assume all responsibility for adds/ drops and withdrawals from courses including the full completion and submission of signed forms by the appropriated deadlines. Add/Drop and Withdrawal dates for each session are listed by semester on the Academic Calendar.

#### **Return to Title IV**

If a student Completely withdraws, or stops attending before completing the semester, or Does not complete all modules (classes which are not scheduled for the entire term) for which he/she has registered at the time those modules began, or receives all F's and W's (or a combination of both) for all classes in any semester during a term, CMN is required to perform a calculation called Return to Title IV which will determine the amount of financial aid earned and, quite possibly, the amount of financial aid that may need to be returned/repaid. The return formula is a calculation based on the percentage of earned aid based on the amount of course completion (attendance).

Any student who begins attendance and does not officially withdraw must complete at least one class with a passing grade or a repayment must be processed based on the student's last date of attendance.

Federal Title IV aid funds include Pell Grant and Federal Supplemental Educational Opportunity Grant. Funds are not returned to the Federal Work-Study Program. State Grants funds, with the exception of the Talent Incentive Grant, are not considered Title IV Funds. However, the return of State Grant funds will be calculated using the same formula as applied to Federal funds.

#### Date of withdrawal

To determine the percent of the term not completed, the number of days the student attended is divided by the number of days in the enrollment period. This number is subtracted from 100%. The Financial Aid Director will use the date on the form; if there is no form last date of attendance.