

# Credit and Refund Policy

MBU arranges for instruction and services in advance on an annual basis. Therefore, charges for residential students are listed for the entire year with billings and payments based on first and second semesters. Charges for the year may be paid in two installments: September 1 for the first semester, and January 1 for the second semester. Credits and refunds are based on first and second semester. Credits outstanding at the end of first semester are refunded to the student in the form of a check, unless the student requests the credit to be applied to second semester of the same academic year. Credits outstanding at the end of second semester refunded to the student in the form of a check, unless the student requests the credit to be applied to charges for first semester of the following academic year. No student will be permitted to register or reside on campus until applicable charges for the current semester have been paid in full. The Student Accounts Office assumes responsibility for the administration of university policy related to payment of fees.

## Application for Credits and Refunds

The date on which written notice is received by the university is considered the date of withdrawal. Refunds are made only to the guarantor of the student's financial obligation. If there is a prepaid deposit, it is applied to bills due at time of re-entry; such deposits are nonrefundable.

## Returned Check Policy

Students will be charged a \$28 fee for any check or e-check received in payment of any obligation that is returned by the bank.

## Counseled Withdrawal

In the event a counseled withdrawal is granted, a refund is issued based on the pro rata portion of the prepaid tuition and room and board, less a \$105 administrative fee. Students approved for counseled withdrawal will not be charged for second semester if withdrawal occurs prior to registration day for second semester. If a counseled withdrawal is granted subsequent to registration day for second semester, a refund will be issued based on the pro rata portion of the prepaid tuition, room and board, less a \$105 administrative fee. MBU Online students who formally "stop out" during a semester in which they have enrolled in new coursework are eligible for a pro rata refund less a \$105 administrative fee.

## Disciplinary Withdrawal

Students who withdraw for disciplinary reasons receive a refund in accordance with the pro rata schedule for the semester in which the penalty is determined. If withdrawal occurs prior to registration day for the second semester, students are not charged for second semester.

## Academic Withdrawal

Students required to withdraw for academic reasons at the end of the first semester are not charged for the second semester.

## Authorized Leave of Absence

When an authorized leave is granted, a credit is issued based on the pro rata portion of prepaid tuition and room and board applicable to first semester and/or second semester less a \$105 administrative fee. When an authorized leave of absence is granted prior to second semester registration day, the student is not charged for the second semester.

## Medical Leave

When a medical leave is granted, credit is issued based on the pro rata portion of the prepaid tuition and room and board fees, less a \$105 administrative fee. If the leave occurs prior to second semester registration day, students are not charged for the second semester.

## Board Refunds

Board refund for basic food costs may be granted only on a semester basis in rare cases when, in the judgment of the university physician, there are medical conditions warranting exemption from the meal plan. A student requesting exemption must first schedule an appointment to see the university physician through the MBU Health Services Center. The student will be referred to an appropriate medical specialist for an evaluation of her condition. All off-campus medical evaluations will be at a student's expense. The university physician will make a final recommendation to the vice president for business and finance based on documentation from the medical specialist.

## Pro Rata Refund Procedures

### ***What is a Pro Rata Refund?***

The Higher Education Amendments of 1992 define a pro rata refund as a refund to a student of not less than that portion of the tuition, fees, room, board, and other charges minus any unpaid student charges, and minus a reasonable administrative fee assessed the student equal to the portion of the enrollment period for which the student has been charged on the date the student notifies an administrative office that they are withdrawing. In some cases the last day of attendance as documented by faculty at an academic related activity may be used.

### ***When and How Are Pro Rata Refunds Applied?***

The pro rata refund is applicable to students who completely withdraw from the institution up through the 60.000 percent point in the semester (beginning of classes to the end of exam period). At the 60.001% mark or later, refunds are not granted, and students have earned 100% of their financial aid for that semester. Students who drop a course after the add/drop period and do not completely withdraw from the university are responsible for full payment of the cost incurred by the course.

There is no additional charge for attending the May Term for currently enrolled full-time residential or commuter students.

For students subject to the institutional refund policy, the MBU Student Account Office calculates a federal refund amount according to regulatory requirements.

Federal law requires federal funds to be returned in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grants, FSEOG Grants, Federal TEACH grants, Iraq and Afghanistan Service Grants.

Please note that if a student has a federal student loan, any type of withdrawal or leave causes the student to be reported as "withdrawn" to the National Student Loan Database. The student's federal loan grace period will begin from the date of determination, which is the date the student provides official notification to the institution requesting to withdraw or take a leave of absence. Unofficial withdrawals (where a student ceases attendance without providing official notification to the institution) that result in a student's failure to earn a passing grade in any class will be subject to Return of Title IV Funds regulations based on the 50% point in the semester or the faculty reported last date of attendance. The institution charges are not reduced if the student does not officially withdraw. Contact the Financial Aid office for more information.