

# SPRINGFIELD COLLEGE

## Tuition, Housing and Meal Plan Refund Policy

### I. Purpose

This policy defines the College's Tuition, Housing and Meal Plan Refund Policy for all students.

### II. Traditional Student and Online and Regional Campuses Tuition and Housing Refund Policy

#### A. Fall and Spring Semesters (15 week courses)

<b>Withdrawal Date (based on the official start of semester)</b>	<b>Traditional Refund Percentage</b>	<b>Online &amp; Regional Refund Percentage</b>
Prior to start	100%	100%
During 1 <sup>st</sup> week	90%	100%
During 2 <sup>nd</sup> week	80%	100%
During 3 <sup>rd</sup> week	60%	60%
During 4 <sup>th</sup> week	40%	40%
During 5 <sup>th</sup> week	20%	20%
After 5 <sup>th</sup> week	0%	0%

#### B. Summer Semester (12 week courses)

<b>Withdrawal Date (based on the official start of semester)</b>	<b>Traditional Refund Percentage</b>	<b>Online &amp; Regional Refund Percentage</b>
Prior to start	100%	100%
During 1 <sup>st</sup> week	90%	100%
During 2 <sup>nd</sup> week	80%	100%
During 3 <sup>rd</sup> week	60%	60%
During 4 <sup>th</sup> week	40%	40%
After 4 <sup>th</sup> week	0%	0%

**C. College Consortium Courses**

<b>Withdrawal Date (based on the official start of course)</b>	<b>Tuition Refund Percentage</b>
On or before 1st day of course	100%
On 2nd day of course	75%
On 3rd day of course	50%
After 3rd day of course	0%

- Withdrawal date is the date of the student’s official date of notification to the College.
- For courses less than 12 weeks, the refund policy will be pro-rated accordingly. For courses of three weeks or less, no refund will be made for withdrawals after the start of the course. This excludes College Consortium Courses, which will follow the policy above, regardless of course length.
- The Tuition Refund Policy for students enrolled at the Milwaukee, WI campus will follow the tuition refund policy required by the Wisconsin State Department of Safety and Professional Services, Chapter SPS 408.

**D. Additional Tuition and Housing Refund Policy Information**

i. Tuition Refunds

- Tuition is refunded based on the official date of notification of withdrawal/leave of absence.
- Course fees are non-refundable, unless official date of withdrawal is prior to the start of class.
- Financial Aid received is refunded to granting agencies based on the last date of substantive engagement for PCS students and official date of withdrawal/leave of absence for all other students, subject to funding source regulations and College policy.

ii. Housing Refunds

- Housing is refunded based on the housing departure date from the College.
- Students removed from housing for a community standards/code of conduct violation will forfeit any refund.

iii. Ineligible for tuition and housing refunds

- Students who are suspended or expelled for community standards/code of conduct violations are not eligible for refunds and will be charged 100% of tuition and housing charges.
- If a student exits the College prior to a code of conduct adjudication, the College reserves the right to reinstate tuition, housing and other fees.

**E. Meal Plan Refunds**

- Meal plan refunds will be prorated based on the later of the official date of notification of withdrawal/leave of absence or the last date of meal plan usage.
- An administrative fee of \$200 will be assessed to the student's account.
- Dining Dollars are non-refundable and usage will be billed to the student's account.
- Pride Dollar account balances will first be applied to any outstanding balances due the College, if applicable. Any remaining balance will be processed as a refund to the cardholder.

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Approved by: President's Leadership Team  
Date Adopted: August 14, 2018  
Date Effective: August 14, 2018 (effective beginning Fall 2018 semester)  
Date Updated: April 5, 2019