



# California Health Sciences University

UNIVERSITY

## CHSU TUITION REFUND POLICY

### **PURPOSE**

The purpose of this policy is to describe when students may become eligible for partial or complete tuition and fees reimbursements and how such reimbursements will be calculated. CHSU will not charge or collect any payment for institutional charges that are not authorized by an executed enrollment agreement.

### **SCOPE**

The tuition refund policy applies to all CHSU students.

### **POLICY STATEMENT AND RELATED INFORMATION**

#### **A. Right to Cancel and Refund**

A student has the right to cancel their enrollment agreement and obtain a refund of all charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, less the maximum nonrefundable two-hundred and fifty dollar (\$250) seat deposit. Students who wish to cancel their enrollment agreement must notify the applicable College's Office of Admissions of the cancellation by email, mail or in person. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

#### **B. Withdrawal and Eligibility for Tuition Refund**

A student who withdraws from CHSU prior to the completion of sixty percent (60%) of the semester, but after the seventh day of enrollment, is entitled to a pro-rated refund of unearned institutional charges (i.e., tuition and refundable fees) as described in California Education Code



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94920, reflected below. CHSU shall also provide a pro-rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed sixty percent (60%) or less of the period of attendance.

A student who withdraws after completion of sixty percent (60%) of the semester is not entitled to any refunds.

For the purpose of determining a refund under only this section, a student shall be deemed to have withdrawn from a program of instruction when the student withdraws or is deemed withdrawn in accordance with the Withdrawal and Leave of Absence policies.

### C. Refund and Calculation and Payment

For purposes of tuition refund calculations, the withdrawal period will be measured from the date the student actually stops attendance in all courses. Once all calculations are complete, the Business Office will bill or refund the student for any outstanding balance.

The following formula can be used as an example to calculate the refund:

1. Total days in current semester – Days in current semester completed = Total days not completed.
2. Total days not completed/Total days in current semester = % of pro-rata refund.
3. (Institutional charges\* x % of pro-rata refund) – Non-refundable fees\*\* = Total refund owed.

\*Unearned institutional charges in the pro-rata refund include current term tuition.

\*\*Non-refundable fees and charges are: (1) all non-refundable fees; (2) Student Tuition Recovery Fund fee; and (3) student health insurance premium, (4) equipment purchases if held by the students, if applicable.

Students are not entitled to reimbursement of any outstanding charges that the student has not yet paid to the University.



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If the amount of the current semester payments is more than the amount that is owed for the time attended, then a refund of the difference will be made within forty-five (45) calendar days after the notice of withdrawal is received by the Office of the Registrar.

This refund policy is subject to change if there are future changes to institutional policies with which it may conflict. A calculation of the return of funds will be completed within thirty (30) days of the last day of attendance at the school, or a calculation of the return of funds will be completed within thirty (30) days of the school's determination that a student has ceased attendance without proper notification.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed for reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, on any remaining amount shall be paid to the student.

### **D. Dismissal From Program**

The institution may terminate the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; failure to meet technical standards with or without a reasonable accommodation; and/or failure to meet financial obligation to the school. In such circumstances, the date the student is notified of their dismissal will be considered the date of determination, and the Tuition Refund Policy will be applied based on the student's last date of attendance.

### **E. Credit Balance on Account**

Financial Aid disbursements leaving a credit balance will be paid directly to the student as soon as possible but not later than 14 days after:



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- The first day of class of a payment period if the credit balance occurred on or before that day, or
- The balance occurred if that was after the first day of class.

Credit balances less than \$200 can be held on student account with written consent from the student to be applied to semester immediately preceding the semester charged.

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### RESPONSIBILITIES

A. The office of the Chief Financial Officer is responsible for this policy

### HISTORY (R\*)

Approval Date:

June 6, 2023

Revision Date(s):

January 20, 2023

June 20, 2019

Reviewed Date(s):

April 17, 2023

June 13, 2019

**R:** Chief Financial Officer

**A:** Chief Financial Officer, Office of Registrar

**C:** Business Office, Legal, Registrar, Provost

**I:** CHSU Students