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### Subject: Student Refund Policy

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## 1. Purpose

This policy outlines the rules and regulations for student refunds for courses.

## 2. Policy

Refunds and reductions are issued based on when a student officially drops or withdraws from a course. The computation of any credit or refund is made from the date of the official request. To drop or withdraw from a course use the Registration Form at <https://www.ndm.edu/admissions/business-office/student-forms>.

1. A student who drops a course up to one calendar day before the course begins, per the start date in the data portal, will receive a full tuition refund for that course.
2. A student who drops a course during the schedule adjustment period will receive a full tuition refund for that course.
3. A student who drops a course that is considered a drop and the course does not appear on the transcript will receive a full tuition refund for the course.
4. A student who registers for a course and does not drop before the course begins nor during the schedule adjustment period and does not submit a withdrawal form during the course is required to pay 100% tuition.
5. The amount of a tuition refund for withdraw (W) grades will be calculated for each individual course based on the percentage of the course completed. The course length is defined by the start and end dates in the data portal. The dates of these periods for each semester are shown in the [Academic Calendar](#).

Refund Percentage	Percentage of Course Completion
100%	0% - Drop prior to course start date per the data portal or drop during the schedule adjustment period
75%	1% - 15%
0%	16%-100%

The University pays by check the excess Title IV program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period

## **2.1 Provisions**

Residents of the state of Oregon enrolled in a degree or certificate program are subject to a modified tuition refund policy, as specified by Oregon Administrative Rule (OAR) 583-030-0035(18)(c): *After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or non- traditional calendar.*

There shall be a 50% prorated refund up to the middle week of a trimester. For a fourteen (14) week trimester, there will be a 50% refund up to the end of the eight (8th) week of the trimester.

## **3. References**

Registration Form

<https://www.ndm.edu/admissions/business-office/student-forms>

Academic Calendar

<https://www.ndm.edu/student-life/current-students/academic-calendar>

## **4. Approval and Revisions**

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).  
Conversion of policy from Maryland University of Integrative Health