

**TUITION REFUND/SCHEDULE POLICY**

*Approved by Administrative Council 7/01/16*

*Effective date 7/01/16*

Roseman University has established a refund policy for all students who find it necessary to withdraw from the University. Students who elect to withdraw or take a leave of absence during the academic year must submit prior written notification to the appropriate Academic Dean/Program Director according to the procedures specified in the Student Handbook for their program. For financial aid and refund purposes, a leave of absence will be documented as a withdrawal. Roseman University's Refund Policy is in accordance with NRS 394.449. Any questions concerning the Roseman refund policy should be directed to the Financial Aid Office, if financial aid was obtained, otherwise the Bursar's office.

If the student withdraws or takes a leave of absence up to the 60 percent point of the payment period, tuition will be refunded on a pro-rata basis. Based on the method of payment for tuition and fees, refunds will be made either to the student or to the appropriate federal student aid (FSA) program if the student is receiving federal loans and/or grants. Students receiving federal loans who withdraw must complete an exit interview at <http://www.studentloans.gov>.

The following applies to all students:

If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid. Students withdrawing from the university before the academic program begins will be refunded 100% of tuition and fee charges. Student health insurance premium is included in the refund prior to first day of class.

If a student withdraws or is expelled by Roseman after the start of the training program before completing 60 percent or more of the enrollment period, Roseman shall refund to the student a pro rata amount of the tuition and refundable fees per Registration and Payment Agreement. The determination of the payment period attended by the student will be calculated as follow for all programs: Number of days completed divided by the total number of days in the term equals the percent of the term completed.

This percentage will determine the amount of tuition charges that the student is responsible for paying. If the percentage is 60 percent or higher, the student is responsible for 100 percent of tuition and fee charges assessed. (Per NRS 394.449)

Please note that some fees are not refundable:

- Deposits
- Computer Equipment
- Student Health Insurance (if student has been enrolled in the program for 31 consecutive days)

If a student withdraws or is expelled by Roseman University after the completion of more than 60% of the enrollment period, the student will not receive a refund.

# ROSEMAN UNIVERSITY

O F H E A L T H S C I E N C E S

If a refund is owed, Roseman shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

1. Date of cancellation by student of his enrollment;
2. Date of termination by the institution of the enrollment of a student;
3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
4. Last day of attendance of a student, whichever is applicable.

Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student, Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

For the purposes of this refund policy:

1. The period of a student's attendance must be measured from the first day of instruction as set forth in the Registration/Payment Agreement and Academic Calendar through the student's last day of actual attendance, regardless of absences
2. The period for a training program is the period set forth in the Registration/Payment Agreement and Academic Calendar;
3. Tuition shall be calculated using the tuition and fees set forth in the payment agreement and does not include books, educational supplies or equipment that are listed separately from the tuition and fees (per NRS 394.449).

For any student withdrawing from school who is receiving Tuition Assistance (TA) from the Department of Defense, the school will return any unearned TA funds on a proportional basis through the 60 percent portion of the period for which the funds were provided. TA funds will be earned proportionally during an enrollment period, with unearned funds being returned based upon when a student stops attending school.

The University complies with all U.S. Department of Veterans Affairs (VA) policies with regard to refunds for students who qualify for VA benefits.