

SCHOOLS OF NURSING

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: 2018-19 Institutional Refund

INDEX TITLE: Student Financial Aid

DATE: July 1, 2018

I. POLICY:

The UPMC Schools of Nursing (SON) Institutional Refund Policy determines required adjustments to a student’s tuition based on their date of withdrawal.

II. PURPOSE:

The purpose of the Institutional Refund Policy is to ensure proper adjustments to tuition are made if a student decides to drop a course or withdrawal from the program.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

An institutional refund policy has been established for those students who drop a course or complete a withdrawal from school. Adjustments are for tuition only; non-refundable deposits and fees are not adjusted or refunded. To be entitled to a refund, a student must give the Institution written notice of complete withdrawal. Institutional refund adjustments follow the schedule listed below:

UPMC Schools of Nursing	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 - 7	100%
Days 8+	0%

For students utilizing Federal Financial Aid to help cover the cost of tuition and fees, a separate adjustment will be calculated to determine a potential Title IV Refund. Return to Title IV calculations are outlined in the financial aid policies section of the Handbook.

The Break in Enrollment Policy supersedes this policy.

POLICIES REFERENCED/RELATED WITHIN THIS POLICY

- Break in Enrollment Policy**
- Collections on Student Account Balances**
- Uncollectible Student Debt**

Original: 6/6/18

Version: 1.0

Approvals: Linda Kmetz, Alexander Saladino

Date Approved: 6/6/18