

# LUTHER RICE UNIVERSITY

*Preparing Tomorrow's Leaders for Tomorrow's Challenges through Christian Higher Education*

## Appendix 2

### REFUND POLICY

Students who withdraw or are withdrawn from class may be entitled to partial/full tuition refund. After the student has withdrawn or been withdrawn from class, any refund minus a drop fee will be returned to the student's LRU account within 30 days of the date of the drop. A student can request a refund from his account online at [www.LRU.edu](http://www.LRU.edu). (Login and go to "My Account"). Refunds will be disbursed in full.

Classes registered for online must be dropped online. Classes registered for in writing must be dropped in writing. If a class is cancelled by LRU, all tuition and technology fees will be reimbursed and no drop fees will be assessed.

#### **On-Campus, Online, Modular, and Independent Study Courses**

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 24th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 25th and 49th calendar day of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class on or after the 50th calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

#### **Mini-Term Classes**

1. If a student withdraws from class before the first day of the mini term, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 3 calendar days of the class the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 4<sup>th</sup> and 12<sup>th</sup> calendar day of the class the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 13<sup>th</sup> and 24<sup>th</sup> calendar day of the class the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class after the 24<sup>th</sup> calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are nonrefundable.

#### **Friday and Saturday Classes (that meet for only 5 sessions)**

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class on or after the 1st day of class but prior to the 2nd day of class, the student will received a refund of 90% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class on or after the 2nd day of class but prior to the 3rd day of class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.

4. If a student withdraws from class on or after the 3rd day of class, the student will receive no refund and will incur a drop fee. All other fees are nonrefundable.

#### **REFUND METHODS**

A student with a surplus/credit on their account must enter a refund request via the LRU website by selecting "My Account" after student login. Refund requests are processed weekly and disbursed by one of three methods.

##### **Method Delivery Time**

Paper Check Arrives within 7-10 business days of processing

ACH Direct Deposit Arrives within 24 hours of processing

(Allow for a 4-day pre-note period prior to processing the first time)

Debit Card First disbursement: Card mailed to student after a 5-7 business day period

Second disbursement: Same day as processing

The student is responsible for selecting which method of disbursement he prefers.

This selection can be made at [www.salliemabank.com/lru](http://www.salliemabank.com/lru). The student will need his LRU username and password to sign in.

Financial Aid refunds that are not requested by the student within 14 days of the monies being placed on the student's account will automatically be disbursed to the student.

When a financial aid recipient receives loan or grant monies and drops all of his classes prior to 60% completion of the semester, a portion of those funds must be returned to the Department of Education. Luther Rice will send the unearned financial aid to the Department of Education and apply the balance onto the student's account.

#### **MISCELLANEOUS ADMINISTRATIVE ITEMS**

##### **Financial Appeals**

Any student desiring to appeal financial decision may do so within 30 days of the decision and in accordance to the "Student Grievance Policy and Non-Academic Appeals Process."

##### **Donation Policy**

Monies given to Luther Rice University & Seminary by corporations, foundations, churches, or individuals will be used for the purposes for which they were designated.