



**Suspension/Expulsion**

No refund of tuition, room or board fees is made when a student is suspended or expelled from Landmark. Any unpaid student account balance at the time of suspension/expulsion must be paid in full.

**Voluntary Withdrawal**

Students who withdraw voluntarily for medical reasons or because of an emergency may be eligible for a partial refund of tuition, room and board fees on a prorated schedule. Note that the application fee and enrollment deposit are completely nonrefundable. Also note that the College does not offer refunds for Summer Session tuition or fees once class begins.

| <b>Week of Voluntary<br/>Withdrawal</b> | <b>Percentage of<br/>Tuition, Room and<br/>Board Fees Refunded</b> |
|---|--|
| <b>Academic Term/Semester</b>           |  |
| First Week                              | 80   |
| Second Week                             | 60   |
| Third Week                              | 40   |
| Fourth Week                             | 20   |
| After Fourth Week                       | 0  |

**Refund Policy**

It is the policy of Landmark College that no refund of fees is made if a student is suspended or expelled from the College.

Students who withdraw either voluntarily, for medical reasons, or serious emergencies, shall forfeit the application fee and enrollment deposit, but may receive a partial refund of tuition, room, and board fees, paid as follows:

| <u>Week of Withdrawal</u> | <u>Percentage of Refund</u> |
|---------------------------|-----------------------------|
| Fall or Spring Semesters  |                             |
| First Week                | 80%                         |
| Second Week               | 60%                         |
| Third Week                | 40%                         |
| Fourth Week               | 20%                         |
| After Fourth Week         | 0%                          |

Requests for refunds should be submitted in writing to the Vice President of Finance. If granted, refunds will be remitted by check from Landmark College to the person or entity paying the fees. When the total fee was paid by more than one person or entity, the amount of refund granted will be paid to the party listed as the Responsible Payor.

When a withdrawing student has accumulated outstanding bills or fines, the refund will be reduced by the amount owed.

When any authorized refund represents in whole or in part the proceeds of any private, state, or federal financial aid, the amount of refund returned will be based on the applicable federal refund formula. Landmark College Bulletin and Course Catalogue 69 2009-2010

### **Applying for and Receiving a Refund**

- Applications for refunds must be made in writing to the Office for Administration and Finance.
- Any approved refund amount will be reduced by the amount of outstanding bills, fines and other charges.

Refunds will be issued by check to the individual or entity listed as the Responsible Payor. If all or part of the refundable fees represents the proceeds of any federal financial aid, refunds will be based on the applicable federal refund formula.