



## **Refund**

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:

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

<b>Summer sessions</b>	
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First Week	60%
Second Week	20%
After Second 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 parties in proportion to the amount paid toward total fee.

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.