

## **CMMC INSTITUTIONAL REFUND POLICY**

Students who voluntarily withdraw from a Conemaugh program may be entitled to a tuition and fee refund. Tuition and fee refunds for courses taken at Conemaugh are subject to a scale based on period of attendance.

The last date of attendance is determined according to the federal regulations by the Program Director of the student's program. Students who are involuntarily withdrawn are not eligible for a tuition and fee refund.

The institutional refund calculation applies to both the tuition and fees charged for the semester. Fees that are not attendance related, such as payment plan, late, application, and registration fees are non-refundable and the institutional refund calculation does not apply to these types of fees.

The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

Withdrawal within first week	100% refund
Withdrawal within second week	80% refund
Withdrawal within third week	60% refund
Withdrawal within fourth week	40% refund
Withdrawal within fifth week	no refund