



**BETHANY**  
COLLEGE OF MISSIONS  
Established 1948

## 2012-13 REFUND POLICY

The following fees paid to Bethany College of Missions prior to or upon enrollment are **non-refundable**:

- Parking fee for the semester in which the withdrawal takes place. If you paid in advance for the next semester, the advanced fee will be refunded in full.
- Student Activity fee
- Technology fee
- Advance Registration fee (converts to a tuition payment after enrollment)
- Registration fees (for continuing students)
- Student Resource Center fee
- Parkway Plan medical coverage (if you have chosen this plan)
- Materials fees
- Student Directory fee
- Monthly Payment Plan processing fee
- Bethany Financial Assistance funds
- Funds donated by a church toward the student's school fees. (tax law prohibits such money being refunded to an individual)

### **Payments Due to the College upon or After Student Withdrawal or Dismissal:**

#### **Room and Board for Week One**

Enrolled students who leave school for any reason within the first week of a given semester (the week **after** orientation for new students) are charged \$25/night to cover the costs of room and board for the time he or she was enrolled during the first week. This amount is deducted from any refund due to the student. The maximum amount charged is \$175 (\$25 x 7nights).

#### **Monthly Payment Plans**

If a student who is on a monthly payment plan withdraws or is dismissed prior to the end of a given semester he or she is responsible to continue to make scheduled payments on that plan until the balance is paid in full. Any refund due to the student will first be applied to any unpaid college balances.

#### **Bethany Student Loans**

If a student has taken out a Bethany Student Loan he or she is responsible to begin making scheduled payments on that loan 30 days after his or her official withdrawal or dismissal date. The balance is due in full within 12 months of that date. Students on a leave of absence are not required to make payments on their loan during the leave, but interest does continue to accrue.

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**The following fees paid to Bethany College of Missions may be partially refundable :**

- Room deposit for your room and children’s rooms  
**Conditions for refund:** Room meets inspection; no outstanding fines or fees; you have followed official exit procedures and have turned in your student i.d. card and any Bethany keys. Students on a leave of absence do not receive the room deposit refund. ***The college reserves the right to retain all or part of the room deposit if any of these conditions for refund are not met in full.***
- Pre-paid SRC copy/print card
- Tuition, room and board (including costs for children’s meals and housing )  
Refunds are available on a sliding scale, according to the time of the semester in which you withdraw or are dismissed.

**Refunds will first be applied to any unpaid college balances.**

The term “refund” in this sense means a credit. Funds are returned to the student only when payments from the student have cleared and the refund amount exceeds the amount owed to the college. Students with unpaid balances may still owe the college after refunds are applied.

<b>Week of Any Given Semester</b>	<b>% of tuition, room and board paid that is refundable</b>
<b>1*</b>	100%
<b>2</b>	75%
<b>3</b>	50%
<b>4</b>	25%
Remainder of Semester	0

**\*Week 1 is considered the week after orientation for new students.**

**Credit Recipients**

Since the college has an enrollment agreement with the student (and not parents or other financial supporters) all refunds due to a withdrawing or dismissed student are made out to the student, regardless of who made the original payments, and are sent by check directly to the student within approximately two weeks of withdrawal or dismissal.

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***I have read, understand and agree to the financial policies for withdrawing and dismissed students outlined in this document.***

Student Name (printed):

Student Signature:

Date: