

**Bon Secours Health System, Inc.**  
Richmond Region  
St. Mary's Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student/ General

Title: Refund Policy  
Rev.: 7/2009

Policy No: 9

Areas Affected: Students

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**PURPOSE:**

To define the Institutional Charges Refund Policy

**POLICY:**

A. General regulations Governing Refunds

1. Refunds are made throughout the semester as warranted. Students should bring enough funds at the beginning of each semester to cover any expenses prior to the release of any refunds.
2. A student who completes at least one course in a semester is not considered to have withdrawn and is still considered to be enrolled in the semesters (an earned failing grade counts as long as the student completed the course.)

B. Regulations governing refunds to students who officially withdraw from all courses in a given term at the School.

1. A student who enters School but withdraws during the first week, add/drop period (first Saturday after the start of the semester) is entitled to receive 100% refund of the stated cost of the course for the period.
2. A student who enters School but withdraws during the second to fourth week of the period is entitled to receive a 50% refund of the stated cost of the course for the period.
3. A student who enters School but withdraws during the fifth to eight week of the period is entitled to receive 25% refund of the stated cost of the course for the period.
4. A student who withdraws after completing nine weeks or more of the period is not entitled a refund.

Students that are dismissed for disciplinary reasons will not receive a tuition refund.

**RESPONSIBLE PERSONS:** Program Faculty and Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Program Director

July 17, 2009

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Signature

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Title

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Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in: 3/2009, 7/2009

**DOCUMENTATION:** None

**REFERENCES:** None