

# Refund Policy

## All Programs and Courses Billed on the Basis of a Per Credit Rate

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This policy applies to face-to-face (F2F) and online courses in programs billed on a per credit rate and/or courses that are not taken as part of a program. It does not apply to the following programs which are not billed on a per credit basis: Master of Acupuncture and Master of Oriental Medicine (January 2012 and prior intakes) and Master of Applied Healing Arts or Transformative Leadership and Social Change (Jan. 2012 and prior intakes).

When a student drops or withdraws from a course, refunds will be calculated for each individual course based on the effective date of the drop or withdrawal and is not based on the student's attendance.

1. A student who drops a course prior to the start of the first class for a course will receive a full tuition refund for that course.
2. A student who drops a course during the schedule adjustment period will receive a full tuition refund for that course.
3. A student who registers for a course and does not drop before the course begins nor during the schedule adjustment period and does not submit a withdrawal form during the course or does not attend the course and does not submit a withdrawal form to the Registrar's Office will receive a "W" grade and be required to pay 100% tuition. The drop and withdrawal forms are available on the MUIH website or from the Registrar's Office.
4. The amount of a tuition refund for other situations will be calculated for each individual course based on:
  - The percentage of F2F classroom hours provided
  - The percentage of online modules provided according to the following schedule:

<b>Refund %</b>	<b>Percentage of course classroom hours provided or online modules provided</b>
100%	0% – drop prior to start of first class or drop during the schedule adjustment period
85%	1% - 15%
75%	16% - 25%
50%	26% - 49%
0%	50% - 100%

The refund policy applies to tuition only. Other fees are not refundable.  
Effective September 1, 2016



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