



Policy SA3.03: Tuition Refund Policy

Oversight	Information
Policy Type	Student Accounts
Policy Owners	Manager Student Accounts
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	October 8, 2020
Procedure Effective Date	October 8, 2020

Policy

American Sentinel University's executive leadership is authorized to establish a tuition refund structure and schedule for all university programs and activities as specified in this policy and its related procedures and schedules. Individual states and/or other regulatory agencies may require a separate tuition refund schedule.

Guidelines

Based on the effective date of a student's course drop or withdrawal from American Sentinel, the student may be eligible for a refund of some or all the tuition paid. Tuition refunds are calculated using the schedule below. Refunds will be processed and paid to the student within 30 days of the effective date of the drop or withdrawal. The Tuition Refund Policy is the same for all courses, including those that have a residency component.

Students who wish to drop or withdraw from a course/semester or withdraw completely from the university must notify their student success advisor by phone, fax or email. The effective date of the drop or withdrawal is the date the university is notified. Students who are administratively withdrawn from the university will be responsible for tuition based on the date of their withdrawal.

The university takes attendance at the start of each term/semester. The start of the second week is designated as the census date. To be counted in attendance for census purposes, a student must post to the online classroom at least once in the first week. Failure to post in week one classifies a student as a non-start. Students classified as non-starts who are receiving federal financial aid are automatically dropped from the course with an effective date of week 1.

All students are required to complete an enrollment agreement upon accepting admission into American Sentinel University. A student may cancel an enrollment agreement by notifying the university no later than midnight on the fifth calendar day after the date the agreement was signed. 100 percent of tuition and fees paid to American Sentinel will be refunded within 30 days of the day of the notice of cancellation.



Procedure

American Sentinel will process a refund according to the tuition refund schedules below. Refunds will be processed and paid within 30 days of the effective date of the course drop. If the student owes any balance on their student account to the university, any refund will be applied toward the balance first before being sent to the student.

The following schedule applies to students in course-based programs:

Effective Date of Drop/Withdrawal	Refund Amount
Through end of Week 1	100%
During Week 2	80%
During Week 3	60%
During Week 4	40%
During Week 5	20%
After Week 5	No refund. Students may not drop a course after week 6.

The following schedule applies to students who are residents of California in course-based programs:

Effective Date of Drop/Withdrawal	Refund Amount
Through end of Week 1	100%
During Week 2	75%
During Week 3	62.5%
During Week 4	50%
During Week 5	37.5%
After Week 5	No refund. Students may not drop a course after week 6.

The following schedule applies to students in project-based/competency-based program:

Effective Date of Drop/Withdrawal	Refund Amount
Through end of Week 1	100%
During Week 2	80%
During Week 3	70%
During Week 4	60%
During Week 5	50%
During Week 6	40%
During Week 7	30%
During Week 8	20%
During Week 9	10%
After Week 9	No refund. Students may not drop a period after week 12.



The following schedule applies to students who are residents of California in project-based/competency-based program:

Effective Date of Drop/Withdrawal	Refund Amount
Through end of Week 1	100%
During Week 2	87.5%
During Week 3	81.25%
During Week 4	75%
During Week 5	68.75%
During Week 6	62.5%
During Week 7	56.25%
During Week 8	50%
During Week 9	43.75%
After Week 9	No refund. Students may not drop a period after week 12.

Related Documents/References

- Student Handbook

Definitions

- None

Revision History

- 6.15.2014 Updated to include current tuition schedule table
- 7.16.2014 Revision to this policy approved by Institutional Policy Review Committee
- 6.9.2016 Updated tuition schedule table for 2016 rates
- 10.24.2018 Updated to include methods of payments, charging method for course-based and competency-based programs, discounts, and third-party collections.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB
- October 7, 2020: Updated to include extended period of time in which student can drop - JK