	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	Policy Number	PHAS - 012
	Tuition Refund Policy (A1.02k)	Effective Date	08/01/2022
		Last Reviewed	10/26/2022
	Approved by: Gina S. Brown, Ph.D., MSA, RN, FAAN, FNAP, FADLN Dean, College of Nursing and Allied Health Sciences	Revision Date	04/11/2025
		Next Review	05/12/2026

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I. **PURPOSE**

To establish the procedure for the University tuition refund policy and deadlines.

II. **POLICY**

It is the practice and procedure of the Howard University Physician Assistant Department to discuss financial impacts of withdrawal and ceasing of matriculation.

III. **DEFINITIONS**


Total withdrawal – Removal of all program semester courses for the current semester prior to submission of final grades.

Tuition refund – Defined in relationship to money paid towards University charges. The refund is the amount paid by financial aid or in cash minus any amount that is kept to cover charges for the period of enrollment.

Repayment – Defined as any cash disbursed directly to the student for payment of non-institutional educational costs such as living expenses. The repayment is the amount of cash disbursements determined to be greater than the student's expenses while he/she was enrolled and therefore must be returned. The University refund policy allows for charges to be adjusted or prorated based on the following schedule.

IV. **PROCEDURES**

- A. A student who has completed the total withdrawal process may be entitled to a refund, which is defined as the amount paid by financial aid or in cash minus any amount that is kept to cover charges for the period of enrollment.
- B. The date used to calculate the refund is the effective date reflected on the student's official University withdrawal.

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C. The University refund policy allows for charges to be adjusted or prorated based on the institution schedule below:

1 st day of instruction through 7 th calendar day	100%
8 th calendar day through 40 th calendar day	50%
41 st calendar day through 60 th calendar day	25%
61 st calendar day through the last day of the semester	0%