
HANDBOOK ADDENDUM AS OF 7/9/2018

REFUND POLICY (PAGE 86)

Palmer College of Chiropractic's Refund Policy for withdrawals is calculated using the official withdrawal date to pro-rate aid as well as tuition and refundable charges through the 60 percent point in the term. This is based on calendar days from the first day of the term through the last scheduled day of the term, including weekends and mid-term breaks of less than five days. After the 60 percent point in the term, financial aid will not be reduced for any withdrawal, nor will any refund of tuition or other refundable charges be granted. This policy applies to all College withdrawals whether student initiated or administrative withdrawals.

Financial aid awarded (if any) will be returned to the federal, state and Palmer programs on a pro rata basis through the 60 percent point in the term. Outside scholarship or non-federal loan assistance will not be returned unless specifically requested by the provider.

Eligible charges due or paid will be refunded on a pro rata basis through the 60 percent point in the term.

MILITARY ACTIVE-DUTY NOTIFICATION (PAGE 75)

In the event an enrolled student or an enrolled student's spouse with a dependent child receives active duty notification, the student must provide the Registrar with advance notice of military service. Notice may be either written or oral. It may be provided by the student or by an appropriate officer of the branch of the military in which the student will be serving. However, no notice is required if:

- Military necessity prevents the giving of notice; or
- The giving of notice is otherwise impossible or unreasonable.

Dependent on the point in the academic term, one of the following options will be afforded to the student:

- a) The Registrar will process a withdrawal from the College for the academic term enrolled. A grade of "AW" (Administrative Withdrawal) will be placed on the student's record. The student's tuition fees will be refunded in full to the student or the student's lender, whichever is appropriate, regardless of the point in the academic term that the military orders are received. The Registrar will notify the appropriate departments of the withdrawal.

- b) Arrangements will be made with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for the grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Upon completion of Active-Duty service, the student may contact the Registrar for re-enrollment. Students returning after a hiatus of greater than one year will be required to meet the re-admission guidelines as outlined in the re admissions policy.

The academic term of enrollment from which a student withdrew will not be considered in academic progress relating to financial aid eligibility or academic status. In addition, the Length of Time to Completion policy will be lengthened based on the length of time the student was away from the College due to military service.