



A TRADITION SINCE 1842

MARION MILITARY INSTITUTE
OFFICE OF FINANCIAL AID

RETURN OF TITLE IV FUNDS

Refund Policy

Planning and contracting for services are done for the entire year. Hiring of faculty and staff is based on the entire year. When cadets leave early, these expenses are still present. Marion Military Institute's refund policy is clearly outlined as follows:

1. Refund for Complete Withdrawal

1.1 A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

1.2 A student who officially or unofficially withdraws on or after the first day of class but prior to the end of the third week of classes will be refunded according to the withdrawal date as follows:

- Withdrawal during first week: 75% of tuition and other institutional charges
- Withdrawal during second week: 50% of tuition and other institutional charges
- Withdrawal during third week: 25% of tuition and other institutional charges
- Withdrawal after third week: No refund
- For calculating refunds, a "week" is defined as seven calendar days.

2. Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes.

3. Books and Supplies

A student who withdraws and who has purchased returnable books, and /or supplies from the institution and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50% of purchase price.

4. Room and Board

Students who officially request a meal ticket refund and/or withdraw from a residence hall before the official first day of classes or during the first three weeks of the term will receive a refund calculated as outlined in 1.2 above.



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5. Refund for Partial Withdrawal

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

6. Refund in Compliance with Federal Regulations

All Alabama Community College System institutions shall comply with federal regulations relative to refund of tuition and other institutional charges for first time, first-term Title IV recipients.

7. Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or Reserves or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

8. Exception to Policy

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member requiring the student to leave the institution.

9. Refund policies are governed by the Alabama State Board of Education.

The above policies are based on State Board Policy 803.02: Refunds, and is effective June 1, 2009, for implementation beginning in the fall 2009 term. Guidelines for implementation of this policy are established by the Chancellor.