

**Policy Revision Approval Date: January 30, 2007****Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: July 2, 2015****Procedure Effective Date: July 1, 2015****POLICY STATEMENT**

Capella University's executive leadership is authorized to establish a tuition and fees refund structure and schedule for all university programs and activities as specified in this policy and its related procedures and schedules. Individual states may require a separate tuition refund schedule.

**RATIONALE**

The purpose of this policy is to clearly state how and when tuition refunds are granted.

**DEFINITIONS**Course Census Day

Course census day refers to the 12th calendar day of a course at 11:59 p.m. Central Time.

Initial Course Participation

Initial course participation refers to the completion of courseroom activities, such as submitting assignments or discussion question responses before the end-of-course census day.

Ongoing Course Participation

Ongoing course participation refers to the continuous completion of courseroom activities, such as submitting assignments or discussion question responses throughout the duration of the course.

**PROCEDURES****I. Tuition Structure and Fees for All Learners****A. Course Tuition**

Tuition charges are structured in multiple ways, including flat-rate quarterly, flat-rate per-session, and per-credit tuition as outlined in the tuition and fees table. Learners in all programs pay tuition based on the program and/or courses for which they are registered and according to the [tuition and fees table](#).

**B. Fees**

1. Capella University does not provide refunds for books, supplies, non-credit-bearing residencies, or other listed fees unless noted.
2. Resource Kit Refund and Technology Fee Refund
  - a. For GuidedPath courses that have a resource kit fee or a technology fee, the fee will be refundable only during the first five days of the course.

- b. For FlexPath courses that have a resource kit fee or a technology fee, the fee will be refundable during the 100-percent-refund period for the FlexPath session.

*Note: No refund is given for tuition paid on a quarterly basis if a learner remains registered in one or more courses. For more information about course drops and withdrawals, refer to university policy 2.02.02 Course Registration.*

## II. Credit-Bearing Tuition Refund Schedule

### A. Initial Course Participation

1. Learners who are dropped from a course for failing to satisfy the requirement for initial course participation will be refunded 100 percent of the course tuition.
2. Learners who request a course drop or withdrawal as described in section IV of university policy 2.02.02 *Course Registration* and who have not satisfied the requirement for initial course participation will be refunded 100 percent of the course tuition.

### B. Ongoing Course Participation

Learners who are administratively withdrawn from a course for failing to satisfy the requirement for ongoing course participation will be responsible for tuition based on the date of their withdrawal.

### C. The following schedule applies to learners in credit-bearing courses:

<b>Withdrawal or Drop Date From the Class Start Date</b>	<b>Tuition Refund</b>
Through fifth calendar day	100%
6–12 calendar days	75%
Remainder of the term	No refund

## III. FlexPath Tuition Refund Schedule

### A. FlexPath Participation and Engagement

Learners who are administratively withdrawn from a course for failing to satisfy the requirement for FlexPath initial participation or engagement will be responsible for tuition based on the date of their drop or withdrawal.

### B. FlexPath Refund Schedule

FlexPath learners will adhere to the following refund schedule.

1. FlexPath learners in their first FlexPath program session will be refunded 100 percent of their subscription tuition if canceling on or before course census day, the 12th calendar day of the course.
2. FlexPath learners in their first FlexPath program session who have completed a FlexPath course and cancel their subscription between completion of that course and census will not receive a subscription tuition refund.
3. FlexPath learners in their second or a later session will not be eligible for subscription tuition refunds.

### C. FlexPath Program Changes

Learners making a change to their FlexPath program may be eligible for a prorated tuition refund based on the date of the change of academic program. Learners should

contact an academic coach to discuss available options and the Financing Support Team to determine whether they are eligible for a prorated tuition refund.

### **POLICY OWNERS**

Academic Owner: University Finance Leader

Operations Owner: University Finance Leader

### **RELATED DOCUMENTS**

University policy 2.02.02 Course Registration

University policy 4.03.01 Tuition and Fees

### **REVISION HISTORY**

Original Policy Approval Date: January 31, 2005

Revision Dates: 4-1-05; 6-12-07; 6-21-12; 10-24-12; 6-6-13; 12-17-13; 6-6-14

Administrative edits as result of ongoing review: 12-20-07; 10-1-08; 1-20-09; 5-27-09; 9-24-09;

11-19-09; 1-13-10; 5-13-10; 8-11-10; 7-1-11; 10-25-11; 1-1-15; 7-8-15; 9-28-15; 11-13-15; 2-

01-16; 4-11-16; 8-11-16; 11-1-16; 12-14-16; 4-1-18; 6-1-18; 7-1-18; 4-1-20

Formerly university policy 04.46 Tuition Refunds