

Cash/Check

Students who wish to make a cash payment toward their account should do so in person. Students should not send cash through the mail. Students who wish to make a payment by check should include a note indicating the student's name and ID to ensure that it is applied to the correct student.

A charge of \$25 will be assessed for all returned checks.

Credit Card

Luther Rice accepts MasterCard, Visa, Discover Card, and American Express. Credit Card payments can be made online, by telephone, or with the Student Accounts Office on campus. Luther Rice meets the requirements of Payment Card Industry Data Security Standards.

REFUND POLICY

Students who withdraw or are withdrawn from class may be entitled to a tuition and Technology Fee refund. After the student has withdrawn or been withdrawn from class, any refund will be returned to the student's Luther Rice account within 30 days of the date of the drop. See *Refund Methods* for information on requesting a refund from the student's Luther Rice account to be sent directly to the student.

Classes registered for online must be dropped online prior to the end of the official drop period. Students who wish to drop a course after the official drop period, must do so through written request to the registrar.

15 Week On-Campus, Online, Modular, and Independent Study Classes

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and Technology Fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 65% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class between the 22nd and 28th calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
6. If a student withdraws from class on or after the 29th calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

11 Week Summer and 8 Week Mini-Term Classes

- 1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition and Technology Fee minus a drop fee. All other fees are non-refundable.
- 2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
- 3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
- 4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
- 5. If a student withdraws from class on or after the 22nd calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

4 Week Certificate Non-Credit Bearing Classes

- 1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
- 2. If a student withdraws from class on or after the first day of class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

REFUND METHODS

Luther Rice utilizes the services of BankMobile to process refunds directly to students. Upon first enrolling in courses, a student should receive a letter from BankMobile, and the student should follow the instructions in the letter to choose a method of refund in case a refund is ever processed.

The student may choose one of the following refund methods with BankMobile.

<u>Method</u>	<u>Delivery Time</u>
ACH (Direct Deposit)	2-3 business days after processing
BankMobile Vibe Account	1 business day after processing
Paper Check	5-7 business days after processing

A student with a surplus (credit) on his Luther Rice account may request a refund within Account in MyCampus (the Luther Rice Student Portal). Refund requests are typically processed weekly. A surplus (credit) created by federal aid funds will be automatically refunded to the student and does not require a request from the student.