Divine Mercy University Policies

Tuition Refunds, Withdrawals, and Return of Title IV Funds
Divine Mercy University Catalog 2025-26

1. WITHDRAWAL FROM THE UNIVERSITY (Pages 30-31)

A withdrawal from the University is defined as dropping all registered courses or failure to enroll each semester prior to completing all requirements for graduation unless the student is on an officially documented leave of absence.

Withdrawal Procedure Requirements:

Students are required to:
• Consult their academic advisor and the Financial Aid Office
• Complete the University's withdrawal procedure with the Office of the Registrar
• Obtain official written notification of withdrawal

Important Notes:

• Discontinuation of class attendance or notification to an instructor of withdrawal does NOT constitute an official withdrawal from the University
• Any student who completes the withdrawal procedure will be assigned a grade of withdrawal (W), withdrawal passing (WP), or withdrawal failing (WF) as stated in the University's add/drop course change policy
• Refunds will be made in accordance with the University's refund policy
• In instances where the University's withdrawal procedure is not completed, students will be responsible for the full payment of their accounts

Re-application:

A student who withdraws from the University and wishes to continue coursework at the University must re-apply for admission following all applicable procedures required and pay the appropriate re-application fees.

2. REFUND POLICY, ONSITE PROGRAMS (Pages 51-53)

Spring and Fall Semesters

Onsite students who reduce the number of credit hours using the University's course changes procedure, or who withdraw from the University using the University's withdrawal procedure, during the fall or spring semester are allowed a commensurate return of tuition and refundable fees.

Students will generally not receive a removal of tuition, course fees, and other associated fees until after the end of the published add/drop period.

Fall and Spring Refund Schedule:

Withdrawal/Course Change Date	% Refundable
First week	80%
Second week	60%
Third through fourth week	50%
Fifth through eighth week	25%
Later than eighth week	0%

**Not valid for Maryland, North Dakota, or Tennessee residents. Please contact the student accounts office at businessoffice@divinemercy.edu for specific policies for these states or consult the University's website.*

Payment Requirements:

• All monies owed the University at the time of withdrawal become due and payable immediately
• To obtain a refund of tuition, students must also turn in all University property in their possession, including:
  ○ Student identification card
  ○ Facility access keys
  ○ All library materials
• The date used to calculate refunds will be the date on which a student's written request for withdrawal is made to the academic dean, or the date on which the registrar receives written notice of a student's intention to add or drop a course

Summer

Onsite students who reduce the number of credit hours for condensed summer courses, scheduled for six to five weeks, using the University's add/drop procedure or withdrawals using the University's withdrawal procedure are allowed a commensurate return of tuition and refundable fees.

Students will generally not receive a removal of tuition, course fees, and other associated fees until after the end of the published add/drop period.

Summer Refund Schedule:

Summer Withdrawal Date	% Refundable
First week	80%
Second week	50%
Third week	25%
Later than third week	0%

Summer Courses Less Than Five Weeks:

For summer courses less than five weeks, a student who reduces the number of credit hours or withdraws will receive:
• 80% refund if they complete the add/drop or withdrawal procedure by close of business on the second day of class
• 0% refund if they complete the procedure at any time after that

3. REFUND POLICY, ONLINE PROGRAMS (Page 53)

Students who withdraw from the Ph.D. in Counseling Education and Supervision, the Masters of Science in Counseling or the Masters of Science in Psychology (online programs) and follow the University's withdrawal procedure are allowed a commensurate return of tuition owed and refundable fees.

Students will generally not receive a removal of tuition, course fees, and other associated fees until after the end of the published add/drop period.

Online Programs Refund Schedule:

Withdrawal/Course Change Date	% Refundable
Withdrawal up to calendar day 6	100%
Withdrawal up to calendar day 11	80%
Withdrawal up to calendar day 17	60%
Withdrawal after calendar day 17	0%

**Not valid for Maryland, North Dakota, or Tennessee residents. Please contact the student accounts office at businessoffice@divinemercy.edu for specific policies for these states or consult the University's website.*

Payment Requirements:

• All monies owed the University at the time of withdrawal become due and payable immediately
• To obtain a refund of tuition, students must also turn in all University property in their possession, including:
  ○ Student identification card
  ○ Facility access keys
  ○ All library materials
• The date used to calculate refunds will be the date on which a student's written request for withdrawal is made to the academic dean, or the date on which the registrar receives written notice of a student's intention to add or drop a course

4. RETURN OF TITLE IV FUNDS (Pages 61-62)

Students receiving Title IV federal financial aid who withdraw are subject to a return of federal funds calculation as required by federal law (R2T4).

Key Points:

1. Purpose of Calculation:
• This calculation determines the amount, if any, of the Title IV funds to be returned to the Title IV program(s) utilized by the student for the enrollment period that the student withdrew from
• The calculation will be performed within thirty days of determining that a student has withdrawn
• Please note that this policy is distinct from the University's refund policy, described in its catalog

2. How the Calculation Works:
• The calculation determines the amount of financial aid the student earned based upon:
  ○ The dates of enrollment
  ○ The percentage of the enrollment period completed
  ○ The amount of the Title IV aid disbursed
• Official withdrawal information is determined by the Office of the Registrar
• Unearned Title IV federal financial aid disbursed on behalf of the student must be returned to the appropriate Title IV program

3. Return Process:
• When a return of funds is determined necessary, the University will return the portion of unearned Title IV aid in its possession to the Department of Education (DOE) within thirty days
• The University will also request that students return any unearned aid in their possession
• If the student does not return unearned funds in their possession within thirty days, the University is required by federal law to report this failure to the DOE

• The DOE will pursue collection of any unearned Title IV funds
• If a student fails to return unearned funds they will become ineligible for further Title IV aid until they reach a resolution with the DOE

4. Discrepancy Between R2T4 and University Refund Policy:
• Since the recalculation is distinct from the University's refund policy, it is possible for there to be a discrepancy between the amount of funds earned and the tuition required by the University
• In the case of a discrepancy, the University will address it in one of two ways:
  ○ If the student has earned funds in excess of tuition owed: The University will send these funds to the student
  ○ If a tuition deficit is incurred by the return of unearned funds to the DOE: The University will bill the student for the remaining balance that they owe

5. Federal Compliance:
• In cases of student withdrawal, the University will adhere to the processes as outlined by CFR 668.22 and will return funds in the order found therein

SUMMARY OF KEY REQUIREMENTS

To Withdraw from the University:
1. Consult academic advisor and Financial Aid Office
2. Complete withdrawal procedure with Office of the Registrar
3. Obtain official written notification

To Receive a Refund:
1. Complete official withdrawal procedure
2. Return all University property (ID card, keys, library materials)
3. Refund amount based on timing of withdrawal (see schedules above)
4. All outstanding monies become due immediately

For Students Receiving Title IV Aid:
1. R2T4 calculation performed within 30 days of withdrawal
2. University returns unearned portion to DOE within 30 days
3. Students must return any unearned aid within 30 days or face ineligibility
4. Student may owe balance if R2T4 calculation differs from refund policy

Document Source: Divine Mercy University Catalog 2025-26
Pages Referenced: 30-31, 51-53, 61-62