

## **Distance Delivery of Bible Program Withdrawal and Refund Policy**

Since the operating costs of a university must be based upon an estimated enrollment, students are granted admission with the understanding that they are to remain for a full term. A student who enrolls in a class but does not attend or stops attending and does not officially withdraw may not receive a refund.

*Students who have not participated in the class by the end of the first week will automatically be withdrawn from the class as a “no show.”*

An official withdrawal from the University begins in the Institute for Church and Family. A refund of tuition will be made based on the following schedule. (Days indicated are days of each six-week course, excluding Saturday and Sunday.)

<b><u>Drop Day</u></b>	<b><u>Refund</u></b>
Day 1-2	100%
Day 3-4	90%
Day 5-6	80%
Day 7-8	60%
Day 9-10	40%
Day 11- end of course	0%

If a student’s withdrawal is the result of misconduct, the institution is under no obligation to make any refunds.

Credit Balance Refunds: Students may request a refund by completing the Check Request Form located in Pipeline. No refunds are issued during the first week following registration.

For more information, contact Tim Westbrook (501) 279-4660 or [twestbrook@harding.edu](mailto:twestbrook@harding.edu).