

Refund Policies

TEXAS AND ONLINE SCHEDULE REVISION REFUND POLICIES

At the beginning of the school year, Messenger College must assume certain financial obligations, based on student enrollment. Expenses continue for the College even though a student later withdraws. A fair refund policy is, therefore, essential, both for the student and for the College. The following regulations apply to all withdrawals from College courses.

A week is defined as ending on the first Friday of the semester. Subsequent weeks will end on each Friday thereafter.

Texas On Campus Learning Refund Policy

Upon dropping or withdrawing from class(es), the following refund for tuition and housing shall apply:

Before the end of the first week:	100%
Before the end of the second week:	75%
Before the end of the third week:	50%
Before the end of the fourth week:	50%
Before the end of the fifth week:	25%
After the end of the fifth week:	None

A \$15 fee is assessed for each schedule change processed beginning two weeks prior to the start of a semester.

Online Learning Refund Policy (Applies to all states except California – see page 56)

Upon dropping or withdrawing from class(es), the following refund policy for tuition shall apply:

Online Course Revision Options	Session 1 Course	Session 2 Course	Refund % and Fees
Drop - the course is deleted from the student's schedule	Within 2 weeks prior to course start but before 4pm on Friday of Week 1	Within 2 weeks prior to the semester start but before 4pm on Friday of Week 1	100% tuition refund + a \$50 change fee
Withdrawal - the course is marked as a WF or WP on the student's schedule	Before 4pm on Friday of Week 2	Before 4pm on Friday of Week 2	40% tuition refund + \$50 change fee
	Before 4pm on Friday of Week 3	Before 4pm on Friday of Week 3	0% tuition refund + \$50 change fee

VA Regulation 14254 (c)(13)

A refund of the unused portion of tuition, fees and other charges will be made, as required by Veterans Affairs Regulations, to veterans or eligible persons who fail to enter or fail to complete the course. The refund will be within 10% of an exact pro-rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

California Teaching Site and Online Cancellation, Withdraw, & Refund Policies

*This policy applies to California students taking courses at the Valencia teaching site and online students residing in California during instruction

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel the Enrollment Agreement, the student should contact the Office of Enrollment Services and complete a schedule revision form in writing, hand delivered, by electronic communication, or by mail to the address below. The written notice of withdrawal, if sent by mail, is effective when received by the institution in the mail properly addressed with postage paid. Notice of withdrawal shall be in writing, and withdrawal may be effectuated by the student's written notice or by the student's conduct, including, not limited to, a student's lack of attendance.

You may cancel this enrollment agreement and receive a refund by providing a written notice through the schedule revision form to:

Messenger College
Attn: Enrollment Services
PO Box 1207
Eules, TX 76039

Or

enrollment@messengercollege.edu

1. The student has the right to 100% refund of all charges less the \$250 enrollment fee if he/she is a no show or cancels the enrollment agreement by providing a schedule revision form through attendance at the first class session of the semester, or the seventh day after enrollment, whichever is later. For enrolled students, all refunds due will be calculated through the last day of attendance (LDA) and will be paid within forty five (45) days from the documented drop date.
2. For the purpose of calculating any refund, the last day of actual attendance in class is considered the withdrawal date. In all cases of students who withdraw or who are suspended or expelled for the violation of the rules of the school, the following refund formula shall apply: A student who withdraws from a program after attending the first day of instruction, will receive a pro-rata refund for the unused portion of tuition minus the \$250 enrollment fee, if the student has completed 60% or less of the total number of days of in the payment period.
3. If a student terminates the training after completing over 60% of the total number of days of instruction for each payment period, the student will be responsible for the full contract price of that payment period. If a student obtains a loan to pay for an educational program, the student will have responsibility to repay the full amount of the loan plus interest and any applicable fees, less the amount of any refund as related to the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.