



# 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

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 3	Before 4pm on Friday of Week 2 Before 4pm on Friday of Week 3	40% tuition refund + \$50 change fee 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.