

Cancellation and Refund Policy

Cancellation of enrollment must be made in writing or by electronic mail.

Students can terminate or cancel enrollment for any reason prior to the semester starting date and will receive a full refund excluding the payment plan enrollment fees, if applicable.

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of appropriate institutional tuition charges will be prorated as indicated.

A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes.

Any situation in which all classes are dropped is considered a withdrawal from the University. The student initiates this process by completing a withdrawal form (can be found online) and submitting this to the Registrar's Office.

Should the student fail to complete this process; all semester charges will become immediately due and payable (refer to "Withdrawal from the University").

The official withdrawal process begins in the Office of the Registrar. A withdrawal form must be completed, and all the necessary signatures obtained. Oral requests do not constitute official notification.

The University's official date of withdrawal used to compute the refund is based on the date the withdrawal form is recorded by the Registrar. Applicable institutional charges for fall, spring, and summer semesters will be refunded according to the following schedule:

During the first week of the semester	100%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%
No refund of institutional charges will be made after the fourth week of the semester.	

Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar, and the Office of Finance. If it is determined that a refund is due the student, refunds will be disbursed within 30 days of the withdrawal date.

Refund schedules pertaining to summer are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

Should a student choose to cancel an enrollment agreement; such cancellation must be given in writing or by e-mail. Cancellation submitted within 3 working days from the student signing an enrollment agreement eliminates any financial obligation, other than a book and supply assessment for supplies, materials, and kits, which are not returnable because of use. If registration has been completed at the time of cancellation, an official withdrawal form must also be completed, and the refund schedule above will apply. Email finaid@LMU.net with any further questions about financial aid or cashier@lmunet.edu for student account questions.