

Graduate Degree Programs Refund Policy

Purpose

To provide guidance both internally and externally regarding the management of tuition refunds within the College for Financial Planning - a Kaplan Company's Graduate Degree Programs.

Definitions

Cancellation with refund

A cancellation from a Graduate Degree Program is a student-initiated request made in writing to cease enrollment before the **Add/Drop Period deadline** (11:59pm on Thursday of the first week of the term).

Voluntary Withdrawal with no refund

A voluntary withdrawal from a Graduate Degree Program is a student-initiated request made in writing to cease enrollment after the Add/Drop period, but prior to the last day of the term (deadline). *Students will not be withdrawn from a course after a final grade has been issued.*

Requesting a Refund

Students must complete and sign the [Cancellation/Withdrawal Request Form](#) and return via email or fax as directed at the bottom of the document. The cancellation/withdrawal request will automatically initiate a refund review based on the following criteria:

Graduate Degree Program	Request	Tuition Refund	Deadlines
Master of Science in Personal Financial Planning	Cancel	100%	Cancellation (Add/Drop) Period: initial date of course enrollment through 11:59pm on Sunday of the 1 st week of the term
	Withdraw	No refund	Withdrawal Period: Midnight on Friday of the 1 st week of the term through 11:59pm on Sunday of the 6 th week of the term
Master of Science in Finance	Cancel	100%	Cancellation (Add/Drop) Period: initial date of course enrollment through 11:59pm on Sunday of the 1 st week of the term
	Withdraw	No refund	Withdrawal Period: Midnight on Friday of the 1 st week of the term through 11:59pm on Sunday of the 6 th week of the term

Withdrawal Requests after Week 6

Withdrawal requests submitted after 11:59pm on Sunday of week 6 will not be processed. Students will remain enrolled in their course until the term ends and the final grade earned will be posted to the student's official record.

Program and/or Course Fees

Any fees associated with the Graduate Degree Programs are non-refundable.

Shipping and Handling of Course Materials

Shipping and handling fees are non-refundable.

Program and/or Course Status*Cancellation with refund*

If a *Cancellation/Withdrawal Request Form* is received within the cancellation period associated with the student's Graduate Degree Program, the enrollment status of "-Cancelled" will be assigned to the course that was in "-Active-" status immediately preceding the student's request. Final grades are not assigned to "-Cancelled-" courses, nor will the course be included on student transcripts.

Voluntary Withdrawal with no refund

If/when a *Cancellation/Withdrawal Request Form* is received after the cancellation period but prior to the last day of the withdrawal period, the enrollment status of "-Withdrawn-" and a final grade of "-W-" will be assigned to the course that was in "-Active-" status immediately preceding a student's request.

The effective date for all cancellation and/or voluntary withdrawal requests will be recorded as the date the completed and signed form was received by the College.

Final Course Grade(s) and Transcripts*Cancellation*

Cancelled courses/programs will not be recorded on transcripts.

Voluntary Withdrawal

A voluntary withdrawal will be included on official transcripts along with a final course grade posted as "-W-" (indicating the withdrawal).

Reenrollment

Students who voluntarily withdraw from a Graduate Degree Program course are eligible to re-enroll at a later date, as long as there are not any disciplinary or academic progress issues on record.