

**GUTHRIE ROBERT PACKER HOSPITAL  
SCHOOL OF MEDICAL LABORATORY SCIENCES**

**TUITION AND FEES REFUND POLICY**

Annual Tuition and Fees are payable to the Robert Packer Hospital upon entering the program in August. One half of the annual tuition is payable for each term. The balance of tuition and fees are due within 60 days of receiving the bill invoice.

Students who decide to withdraw must notify the program director in writing. Failure to do so may cause the student to lose any possible refund. The date on which the original request for withdrawal is filed is considered the official date of withdrawal. Any refund to which the student may be entitled is computed using this date.

Refund of institutional tuition and fees will be made according to the following schedule only when:

1. A student voluntarily withdraws from the program because of personal illness, certified by an attending physician, or because of other reasons as may be approved by the Vice President of Administration or the Program Director.

**Refund Schedule**

Before 1st day	100% (excluding the \$100 non-refundable deposit)
1st week	75%
2nd week	60%
3rd week	40%
4th week	30%
5 <sup>th</sup> week	After 4th week No refund will be paid

The same policy and schedule will apply for Term II of the program beginning in March.

When the student pays tuition and fees to the college affiliate rather than directly to the Program, and said college then pays the Program tuition and fees, this policy will be implemented, and tuition refunded according to the college.