



BLESSING-RIEMAN
*College of Nursing
& Health Sciences*

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Owner Reta Richmond:
EXECUTIVE
ASSISTANT-
BRCN

Area Student
Development
Committee

References Board
Reviewed 9/
19/24

Institutional Refunds

Purpose:

To define conditions for tuition and institutional financial aid adjustments related to enrollment changes.

Policy:

Students may be eligible for tuition and/or institutional financial aid adjustments when enrollment changes occur.

Procedure:

Students withdrawing from all courses must do so by completing the Withdrawal form available from the Registrar's Office. Students are responsible for paying full tuition following any unapproved withdrawal or dismissal or suspension for disciplinary reasons. Students who abandon all courses without completing the term and do not complete the official withdrawal procedures at or before the 60% mark of the term are not entitled to a refund. A full tuition refund is granted for the term in the case of non-attendance. Refunds are only for tuition costs. Fees are not included.

Students formally withdrawing during the term are eligible for tuition adjustments according to the following schedule:

- Withdrawal during the first week of the term: 100% refund
- Withdrawal during the second week of the term: 90% refund
- Withdrawal during the third or fourth week of the term: 50% refund

- Withdrawal during the fifth through eighth week of the term: 25% refund
- Withdrawal after the eighth week of the term: 0% refund

Students withdrawing from a course at any time after registration must do so by completing the Add/Drop form that is available from the Registrar's Office.

Students formally withdrawing during a three-, four-, or eight-week course, whether interim, fall, spring, or summer term, are eligible for tuition adjustments according to the following schedule:

- Withdrawal during the first week of the course: 100% refund
- Withdrawal after the first week of the course: 0% refund

Once classes are in session, the student is responsible for payment unless the add/drop or withdrawal procedures have been completed.

There will be no refund of charges or adjustments to aid if a course(s) moves from in-person learning to online learning due to extenuating circumstances.

The Institutional Refunds Policy of Blessing-Rieman College of Nursing and Health Sciences (the College) is separate from considerations relating to the Return of Title IV (R2T4) Funds Policy, and either policy may result in a student owing a debt to the College.

Withdrawal due to Hardship

If a student must withdraw due to physical or financial hardship, the College will work with the student to limit the debt owed by the student to the extent possible based on the unique circumstances and facilitate future re-enrollment. Tuition may be reduced on a prorated basis. Students considering or seeking a hardship withdrawal are strongly encouraged to meet with a financial aid counselor as soon as possible.

A hardship is an unforeseen circumstance beyond the student's control that has a significant impact on the student's ability to continue in their course(s) and be successful. Hardships may be physical or financial. Examples of hardships include, depending on circumstances:

- Serious injury or illness
- Chronic illness
- A medical issue of a family member in which the student has become a part-time or full-time caretaker of that family member
- Mental health condition
- Sudden or consistent lack of transportation
- A significant cost of living increase

To initiate the hardship withdrawal process, the student must provide documentation related to the hardship. Please contact your advisor to determine appropriate documentation depending on relevant circumstances. Examples of appropriate documentation may include information from a licensed healthcare provider, hospital records, accident reports, obituary, court documents, or other appropriate means. The hardship withdrawal application and supporting documentation must be submitted by the

last day of the semester in which the student is requesting the withdrawal.

Hardship withdrawal process:

- Complete a Hardship Withdrawal Application (and submit any necessary supporting documentation as mentioned above)
- The application will then be reviewed by the Hardship Withdrawal Review Board
 - The Hardship Withdrawal Review Board consists of the student's Advisor, the Financial Aid Coordinator, the Bursar, and Dean of Enrollment Management/ Business Manager.
- Reviewers may verify the supporting documentation and/or request to interview the student-applicant
- Decisions are communicated to the student-applicant via College email accounts within four to six weeks

If a student who previously withdrew due to physical or financial hardship later chooses to re-enroll, the College is committed to assisting such students and making individualized assessments on a case-by-case basis. Students may contact the Office of Financial Aid by phone (217-228-5520 X6993) or email (finaid@brcn.edu) to discuss the student's financial obligations and eligibility for future aid. Students may also contact the Registrar's Office by phone (217-228-5520 X6962) or email (registrar@brcn.edu).

Attachments

 [Hardship Withdrawal Form Fillable.pdf](#)

Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: EXECUTIVE ASSISTANT-BRCN	06/2025
Approval by Student Development Committee	Jessica Loos: ASSISTANT PROFESSOR	02/2025
Approval by Student Development Committee	Andrew Griesbaum: STUDENT SERVICE OFFICER-BRCN	02/2025