



# Virginia University of Oriental Medicine

Address: 9401 Mathy Drive, Fairfax, VA 22031  
Tel: (703) 323-5690 | Clinic: (703) 323-5691

Website: [www.vuom.edu](http://www.vuom.edu)  
Fax: (703) 323-5692

## Policy: Tuition and Refunds

### **Tuition Payment Policy**

Full payment of tuition and fees is due by the registration deadline, which is posted each quarter.

Payments may be made in cash, check or by credit card. All Tuition and fees owed must be paid in full before registering for the following quarter unless other arrangements have been made with the Registrar. No student is allowed to participate in any class without full payment of tuition or an agreed upon payment plan. A payment plan is offered to students who are in good financial standing with the University. Students should not send cash through the mail.

### **Tuition Payment Plans**

The payment plan allows the student to divide the total tuition for each quarter into 2 payments. The first payment is due as specified in the agreement, as the tuition payment due date. The remaining payment is due within 30 days. The setup fee is due at time of initial payment. This is the only payment plan currently available. Late payments on this plan will incur additional fees. Students may pay by cash, check, money order or credit cards.

### **Late Payments and Courses Added or Dropped After the Add & Drop Period**

Payments received after the start of late registration are considered late and subject to a late registration fee. Courses added during the late registration period are subject to late fees.

### **Course Cancellation**

If a cancellation of registration is submitted prior to the end of business hours of the day before the first day of instruction for the first of one or more classes in which the student is enrolled (hereafter, first day of instruction) a full refund of tuition and fees (other than the Application Fee, and Registration Fee that are nonrefundable).

### **Cancellation and Refund Policy**

Students have the right to cancel the Enrollment Agreement up to the first day of instruction by submitting the VUOM Enrollment Agreement Cancellation Form to the Registrar. This will allow the student to receive a refund of all fees paid, less the total for non-refundable fees. Other forms of notice such as phone calls, E-mail, verbal comments or failure to attend classes, do not constitute cancellation.



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## **Withdrawal after the commencement of classes**

Students wishing to withdraw from individual classes after the beginning of class must complete an Add/Drop Form, which must be approved by the Academic Dean and Registrar. Never assume your class will be dropped automatically or by someone else. There are no refunds for books or other supplies. Tuition refund policies also apply to any student who may be dismissed from the program by the administration. The tuition refund for any given course, quarter or special session is based on the pro-rata percentage of instruction days of courses conducted by the University before official cancellation of enrollment up until fifty percent of the course has been conducted.

Please note that the following is the requisite refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code.

## **Tuition refunds will be determined as follows:**

During the Add/Drop Period	Full Tuition Refund
Withdrawal during 25% of the period	50% of the program cost
After completing 25%, but less than 50%	25% of the program cost
Completing 50% or more than 50%	No Refund

If the University cancels a registered course, you will be entitled to receive a full tuition refund for the canceled course. You may be entitled to a refund if the new class carries fewer credits or you may owe the University money if the new class carries more credits if you replace the dropped or canceled class with another class for a different number of credits.

## **Tuition refunds for a recipient of Title IV grant or loan funds**

If a recipient of Title IV grant or loan funds withdraws from all classes on or after the first day of the quarter, the Financial Aid Office must calculate the amount of financial aid the recipient earned prior to withdrawing based on the Return of Title IV Fund Policy. Any title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned back to the respective Federal Aid program. If returned to a loan program, the outstanding balance of the financial aid recipient will be reduced by the amount of the return.

Earned Aid is determined by taking the number of days attended divided by the total number of days in the quarter. If a financial aid recipient withdraws after the 60% point of the quarter, there are no unearned funds. The calculation of the Return of Title IV aid only applies to recipients who withdraw prior to the 60% point of the quarter. And this does not apply to financial aid recipients who cancel their registration prior to the first day of classes or to recipients who drop some but not all of their classes.



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The return of aid calculated is charged to the recipients' school account and this balance must be paid by the recipient. Because the tuition refund will be less than the total return of aid amount in most cases, a financial aid recipient is responsible for paying the difference between the tuition refund and the return of aid amount when he/she withdraws from school or from all courses for the term.

## **Disbursement of Tuition Refunds**

All tuition refunds will be disbursed through the University's main office, unless the refund recipient requests in writing that it be mailed. In such cases, the recipient must provide in writing a current mailing address, or other address to which the refund should be sent. Refunds will be made within 45 calendar days of the students' withdrawal date.

## **Limitation on Cost**

The University makes every effort to avoid increases and to hold costs to a necessary minimum.

Normally, tuition and fee changes are announced at least one full quarter before becoming effective.

Since the economy does not stay constant and generally leading to taxes and managing costs increase, rather than decrease, the University reserves the right to change tuition and fees when necessary without notice.