



Olivet Nazarene University  
*School of Graduate and Continuing Studies*  
**Master of Organizational Leadership**

***Payment Policy for programs that begin on or after July 1, 2017 through June 30, 2018***

**Payment Policy**

**I. Payment through Financial Aid**

- a. Tuition may be deferred if the student has a complete Financial Aid file in the Olivet Nazarene Financial Aid Office.
- b. Financial Aid money is evaluated on a term basis. Students receiving Financial Aid will receive two disbursements per Financial Aid year, to be applied to their student account.
- c. Financial Aid **must be** applied for **each year** of your program.

**II. Refund Policy For Tuition Only**

- a. No class sessions attended: Full Tuition refund.
- b. Attend one class session: All but \$50 refunded.
- c. Attend two or more class sessions: No refund.

To receive tuition refund the University must have written notification of withdrawal.

**III. Refund Policy for BGlobal**

- a. 6 months prior to trip: Full Refund
- b. 4-6 months prior to trip: Refunds pro-rated based on travel expenses incurred on the travelers behalf.
- c. 4 months prior to trip: partial airfare credit in travelers name (based on airline policy and held at the airline).  
No refund on land package portion (estimated at 60% of fee)

**IV. Pro Rata Refund - Financial Aid Recipients**

When a student withdraws (or is withdrawn) from the program prior to the completion of an award year, federal and state financial aid must be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Department of Education.

The effective date of any withdrawal or course drop for refund of federal student financial aid refund/repayment calculation purposes is the date the student last attended class. Student financial aid will be refunded to federal programs in the following order: Federal Unsubsidized Direct Loan and Federal Subsidized Direct Loan.

**V. Collection Policy**

- a. When a student becomes delinquent in payment, he/she will receive a notice of possible administrative withdrawal. If the student fails to get his/her account paid up-to-date, he/she will be administratively withdrawn from his/her program before his/her next module.
- b. Once a student has been administratively withdrawn from his/her program, he/she will be given at least thirty days to send the payment to the Student Accounts Office. If the student fails to pay off his/her account by this time, his/her account will be turned over to the collection agency.

**VI. DROP-IN Courses, etc.**

Students are locked into their cohort rate for their core program coursework. When it becomes necessary for a student to take a course outside of their program (ie. fulfilling general education requirements or program prerequisites), they will be charged the applicable course rate. For students who withdraw from a program and enroll in a different cohort at a later date, new tuition rates may apply.

**Note:** Olivet Nazarene University reserves the right to change program fees as necessary.



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**Accelerated Bachelors/Master of Organizational Leadership**

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