

Mission Hope Foundation	Policy Title:	General Board Authorized:	YES
	Refund Policy	ESERN:	SP600-06

Refunds are calculated on the basis of the number of course sessions scheduled to be completed at the time of the withdrawal, not the number of course sessions attended by the student. If a student does not officially drop his/her class/es within the specified add/drop period or withdraw before the designated deadlines the student is responsible for full tuition and fees for these courses.

Students may be eligible to receive a refund check from Mission Focus Academy when payments posted to their student account exceed tuition and fees charged.

Refund checks are mailed to the permanent address that you have provided to Mission Hope Foundation. If your address is incorrect, you must show proper documentation through the Admission's Office.

All refunds are reviewed for eligibility prior to processing. If you become ineligible for Financial Assistance, all balances due to the reduction or loss of Financial Assistance funds are the responsibility of the student.

It is organization policy that all refunds are mailed to the current address on file. Refund checks CANNOT be picked up at the Business Office for any reason.

Mission Hope Foundation "Mission Focus Academy" will use the following table to determine your refundable tuition and fees:

First Session: 100%

Second Session: 50%

Third Session: 25%

Fourth Session or after: 0%

Authorization Signature		Date: 8/16/23
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