

# MLS PROGRAM FEES AND REFUNDS

**Purpose**

To define a payment schedule for fees and refund policy

**Audience**

Medical Laboratory Science (MLS) students

**Policy**

This section includes the timeliness in payment of fees as well as refunds for the MLS Program

**Principle**

This section defines when MLS Program fees need to be paid and the protocol for refunds if a student voluntarily withdraws from the Program.

**Supplies**

Not Applicable

**Procedure**

Steps	Actions								
<b>Option #1</b>	<p>The school requires the payment of a \$3500 fee for the clinical year. This fee is the same for resident and nonresident students. The students will be responsible for the additional purchase of textbooks, usually costing approximately \$750 (non-refundable). The school offers two payment policies to the students as follows:</p> <p>1. The fee of \$3500 may be paid in a single payment within the first week of school. The following refund schedule will be used if the student voluntarily withdraws for academic reasons.</p> <table border="0" data-bbox="505 1108 1068 1234"> <tr> <td>Withdrawal during the first 3 months</td> <td>75%</td> </tr> <tr> <td>Withdrawal during months 4 through 6</td> <td>50%</td> </tr> <tr> <td>Withdrawal during months 7 through 9</td> <td>25%</td> </tr> <tr> <td>Withdrawal after month 9</td> <td>0%</td> </tr> </table> <p>If a student is dismissed by the MLS Program Director, as outlined in the MLS Student Handbook, there will be no refund.</p>	Withdrawal during the first 3 months	75%	Withdrawal during months 4 through 6	50%	Withdrawal during months 7 through 9	25%	Withdrawal after month 9	0%
Withdrawal during the first 3 months	75%								
Withdrawal during months 4 through 6	50%								
Withdrawal during months 7 through 9	25%								
Withdrawal after month 9	0%								
<b>Option #2</b>	<p>2. The \$3500 fee may be paid in the following increments. The first payment is due within the first week of school and subsequent payments due every three months. The fees will be due within the week of the following dates:</p> <table border="0" data-bbox="683 1480 1015 1606"> <tr> <td>Second week of June</td> <td>\$875</td> </tr> <tr> <td>Last week of August</td> <td>\$875</td> </tr> <tr> <td>Second week of Nov.</td> <td>\$875</td> </tr> <tr> <td>Last week of Jan.</td> <td>\$875</td> </tr> </table> <p>These payments are non-refundable and must be completed within the stated dates for continuation in the program. If payments are not timely, the student must make special arrangements with the hospital and program director or be suspended from classes.</p>	Second week of June	\$875	Last week of August	\$875	Second week of Nov.	\$875	Last week of Jan.	\$875
Second week of June	\$875								
Last week of August	\$875								
Second week of Nov.	\$875								
Last week of Jan.	\$875								
<b>Text Books Purchase</b>	<p>3. Book purchases are to be completed within the first week. These costs vary from year to year and will be made known to the students as soon as possible before the starting date.</p>								

**Related Documents**

Not applicable

**References**

Not applicable

**Appendices**

Not applicable

**Accrediting Agency**

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

**Standard and/or Checklist Item**

NAACLS Standard IV.A.i