

NICHOLLS ONLINE

Credit Adjustment - Effective Fall 2016

Credit Adjustment Due to Resignation:

When a student officially resigns from the university, credit adjustments will be based on the official date of resignation. Whether or not a student attends class does not factor into the credit adjustment calculation. There is no credit adjustment when a student reduces his/her course load by dropping one or more classes after the 100% credit adjustment period has ended.

Once university classes have begun, official date of resignation as it relates to the following schedule will be used to determine refunds/credits.

Due to the financial obligations of the university for all courses offered through Nicholls Online during each session as of the first day of university classes, there will not be any credit adjustment for dropped courses after the 100% adjustment period has ended. This policy is based on the first day of the term classes and not the first day of any particular student's classes. Credit adjustment percentages are based on class days of each session and not each individual class.

Before university classes begin	100% tuition and fee charges
1 st - 3 rd class day of session*	100% tuition and fee** charges
4 th - 7 th class day of session*	50% tuition and fee**
After the close of business on the 7 th day of class of session*	0%

*Credit adjustment percentages are based on class days of each session and not individual classes. Classes are considered to have started on the first day of each session.

**Livetext and licensing fees are non-refundable once university classes have begun.

Whenever a student must drop a course because a course was cancelled or rescheduled at another time by the university, or because the student was advised to enroll in a course in which he or she was ineligible, a full credit adjustment will be made for the dropped course. **No credit adjustment will be made when a student drops a class for any other reason once the 100% credit adjustment period has ended.**

Credit Adjustment with Financial Aid

Students receiving federal financial aid must comply with federal regulations regarding the return of Title IV funds. Federal financial aid regulations have defined that a student who withdraws from all courses prior to completing more than 60% of a semester or session has not earned 100% of the federal financial aid that was received, and the student and/or the school may be required to return a portion of his or her federal aid. If you are thinking about withdrawing from all classes prior to completing more than 60% of the semester or session, you should contact the Financial Aid Office to determine how your withdrawal will affect your financial aid.

Refunds Due to Credit Balance:

A credit on a student's account occurs when payment applied is greater than the amount owed. This can be the result of financial aid or other awards being applied to the student's account.

Avoid having to wait on the mail to receive your credit balance check. Student may choose to have their credit balance refunds deposited directly into their bank account or applied to their Colonel Card Account.

Students who would like to sign up for direct deposit, should submit a completed direct deposit form to the Controller's Office, PO Box 2003, Thibodaux, LA 70310. To access the direct deposit form, go to <http://nicholls.edu/documents/nicholls/directdeposit.pdf>. Complete the form according to instructions.

Students who would like to transfer their credit balance to their Colonel Card account should contact the Fee Collection Center, 157 Elkins Hall, 985-448-4058.

All credit balance checks, credit adjustments, student payroll checks or other amounts due to a student shall be applied to any indebtedness or amount owed by the student to the university. Any remaining balance shall be paid to the student in the form of a refund check which is mailed to the student. Please keep your address in the Banner system current at all times. This will help avoid delays caused by checks mailed to an obsolete address.

Refunds and/or credit adjustments will be applied based upon the following policies:

1. All refunds/credit adjustments due a student shall first be applied to any indebtedness due the university; any remaining refund or credit adjustment shall be paid to the student.
2. Any indebtedness remaining after refunds/credit adjustments have been applied must be paid in full before re-entry into the university or before receiving a transcript.
3. A student resigning from the university for medical reasons, who provides the necessary documentation, may be eligible for an adjusted resignation date based on documentation provided by the student and the instructor.
4. If a student dies during a semester, a full credit adjustment will be made.
5. Whenever a student must drop a course because a course was canceled or rescheduled at another time by the university, or because the student was advised to enroll in a course in which he/she was ineligible, a full credit adjustment will be made for the dropped course. No credit adjustment will be made when a student drops a course for any other reason once the 100% credit adjustment period has ended.
6. Requests for exceptions to the university credit adjustment policy as stated in number 3 above must be made in writing by the student and submitted to the Controller. An attending physician's statement must be attached to the letter.
7. The above policies are subject to change without notice.