

LFGSM Cancellation/Refund Policy

Cancellation/Refund Policies

Tuition Credits and Refunds:

A tuition credit or refund will only be issued to a student who provides written notification of withdrawal to the Registrar's Office. The tuition credit or refund will be made according to the following schedule.

*For students in online courses, the first day of the term per the LFGSM Academic Calendar shall constitute the first class meeting.

Refund per Dropped Course	4-Week Accelerated Courses	8-Week Courses
Full Refund	Up to 5 calendar days after first class meeting	Up to 14 calendar days after the first class meeting*
30% Refund	-----	15 to 21 days after the first class meeting*
No Refund (administrative fee may apply)	6 days or more after the first class meeting	22 days or more after the first class meeting*

Refund Policy for Students Called to Active Military Service

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options:

1. If the student has paid tuition and fees in advance of the withdrawal, the student will receive a pro-rata refund of any tuition, fees, or other charges paid by the student of the program, and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program that the student does not complete following withdrawal.
2. The student with an "incomplete" grade with the designation "withdrawn-military" for a course in the program may re-enroll in the program (or a substantially equivalent program if that program is no longer available) no later than the first anniversary of the date that the student was discharged from active duty. Re-enrollment will be without payment of additional tuition, fees, or other charges for the program other than any previously paid balance of the original tuition and fees for the program. This provision does not apply for courses for which the student has previously received a grade that is recorded on the student's transcript.
3. The student is assigned an appropriate final grade or credit for the courses in the program, but only if the instructor determines that the student has satisfactorily completed at least 90% of the required coursework for the class and demonstrated sufficient mastery of course material to receive credit for completing the class.

Refunds will be issued within 60 days after the effective date of termination.

Questions may be directed to registrar@lfgsm.edu.