



Online Winter Session at Saint Michael's College

December 17th, 2018 - January 11th, 2019

Tuition Information

Tuition information for the Winter Session can be found on our website via this link:

<http://www.smcvt.edu/academics/winter-session.aspx>

Tuition Payments can be made online through our Online Payment Center:

www.smcvt.edu/paymentcenter

Withdrawals and Refund Policies

As an accelerated four week online program, **students are expected to spend 25-30 hours per week in their course**. Though courses does not officially begin until Monday, December 17th, students will be provided with access to their online course on Canvas starting Monday, December 10th. Between this date and 4:00pm on Wednesday, December 19th, you will take important steps to prepare for success in your online course. Students will have time to “shop” their course during this time and should:

- Complete the Online Success Module
- Watch your Faculty Welcome Video
- Review the course syllabus
- Complete Student Introductions
- Complete the “I Am Here” assignment

Completion of the “Online Success Module” and “I Am Here” assignments confirms your intent to complete your course. Students who do not complete these assignments by December 19th at 4:00pm will be automatically dropped from the course.

A student may drop and add a course within the program through 4:00pm on Wednesday, December 19th. Students who withdraw from the Winter Session before 4:00pm on December 19th will receive a refund of 100% of tuition and fees. Remaining enrolled beyond this date confirms the “purchase” for the entire four weeks. No refunds will be made for withdrawals after 4:00pm on this date. Withdrawal from a course between 4:01pm on December 19th and 4:00pm on January 3rd will result in a grade of “WD” on the transcript. After January 3rd at 4:00pm a “WD” grade is no longer possible. If a student withdraws from a class after the add/drop period, the class will appear on the student’s academic record.

Saint Michael's College reserves the right to cancel courses due to low enrollment. Should a course be cancelled, students will be given the option to take another course within the session or receive a full refund of tuition and fees.

Refund Policies for Enrolled Students

Credit balances for enrolled students will remain on the account unless a refund is requested by the student. Refunds are issued within three weeks of the request and will be issued to the primary billing contact, as designated by the student, unless otherwise directed in the refund request. For accounts with Title IV monies in excess of allowable charges, the excess amount will be refunded to the student within 14 business days.

Refund Policies for Withdrawn Students

Students who withdraw prior to 4:00pm on December 19th will be eligible for a refund of tuition and fees in accordance with the following schedule:

Length of Enrollment	Percentage Refund
Prior to 4:00pm eastern time December 19 th	100% of balance paid
After 4:00pm eastern time December 19 th	No refund

Students with Title IV federal aid will have their federal aid recalculated according to the Federal Return of Title IV Aid policy. In some cases, students may owe Saint Michael's College a balance due as a result of the returned federal aid.

Collection Policy

Tuition and fees are the student's responsibility to pay in full. If a student separates from the College with a past due balance, without making payment arrangements with Student Financial Services, the account will be subject to collection procedures. Collection activity may include referral to a collection agency, reporting to the credit bureau, denial of future Saint Michael's College aid, and denial of all college services including access to classes. To the extent permitted by Vermont law, which shall govern and control this agreement, the student agrees to pay all associated collection costs and expenses, including reasonable attorney's fees and fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the principal amount owed. Diplomas of graduating students will not be released and requests for grades and transcripts will not be honored until the account is fully paid.

Important Academic Notes

If you are a student with a documented learning difference (LD) who works with the Office of Accessibility at Saint Michael's College, you must coordinate any necessary accommodations with that office *prior* to the beginning of the course.

Please note, the sharing Mikenet and/or Canvas credentials is strictly prohibited. By completing the “I AM HERE” assignment, you are ensuring all coursework is your own, original work. If a breach of academic integrity occurs in a course, the primary responsibility for dealing with alleged offenses to the Academic Integrity Policy rests with the instructor in whose course the alleged offense occurs. Depending on the severity of the offense, the instructor may require that an assignment be repeated with a reduction in grade for the assignment, may record a grade of zero or failure for the assignment, or may record a failure for the course.

Other general policies and procedures are outlined in the Saint Michael's College Student Handbook, available here: <https://tinyurl.com/y76cy7xa>