MISERICORDIA UNIVERSITY
STUDENT FINANCIAL SERVICES

2025-2026 Tuition and Fees Refund and Withdrawal Policy

When a student withdraws from the university, they must complete an official withdrawal form with the Student Success Center (SSC). The SSC can be contacted at 570-674-6408 or in the lower level of Alumnae Hall.

First time full-time undergraduate students who wish to withdraw from the university prior to the drop/add period of their first semester only, please contact the Admissions Office at 570-674-6264 or admiss@misericordia.edu.

Students should complete the following (if applicable) before officially withdrawing from the university:

- Contact their advisor or department representative;
- Return books to the Library;
- Return residence hall keys to Campus Life;
- Return parking permit and/or student ID to Campus Safety;
- Clear student account balance in Student Financial Services.

The effective withdrawal date (the beginning of the withdrawal process) used for a university withdrawal is the date the student began the official withdrawal process or the date the student otherwise provided official notification (written or orally) to the office designated above, whichever occurred earlier. Acceptable official notification includes notification by a student via telephone, through a designated website (MyMU or MU email) or orally in person. The offices may request notification in writing if it is given orally over the phone or in person.

To withdraw from a course or courses in a semester, the student must initiate the withdrawal process by completing the course withdrawal request form on the Student section of the myMU portal. If approved by the advisor, the withdrawal is processed as of the date of the student's request. A grade of "W" will be issued for the course at that time. For all courses in which no official withdrawal has been completed by the student, the grade recorded will reflect the grade earned by the student for the course.

In circumstances when the university initiates a student withdrawal, the student will be financially responsible based on the refund schedule for that semester.

When a student drops or withdraws from a course with penalty, tuition will be adjusted at the following percentage rates. After the 100% Refund Date, there is no refund on the General Fee or program fees. All other fees are non-refundable.

Full Semester Courses (15 weeks fall or spring, 13 weeks summer)

Time of Withdrawal	Amount
First Week (Census date of term)	100%
Second Week	80 %
Third Week	75 %
Fourth Week	60 %
Fifth Week	50 %
Sixth Week	50 %
Seventh Week	25 %

Friday is considered the last day of the week for refunds in full semester courses with the exception of the Census Date (noted on the academic calendar).

No refund will be given on Tuition after the seventh week.

Seven, Six, Five, and Four Week Courses

Time of Withdrawal	Amount
On or Prior to the first Friday	100%
On or Prior to the second Friday	60%

Housing- No refund will be given on Housing charges after the fourth week.

Time of Withdrawal	Amount
First Week (Census date of term)	100 %
Second Week	50 %
Third Week	50 %
Fourth Week	25 %

Students who change their Housing after the census date (moves from one location to another), will be charged (or refunded) the difference in the Housing costs based on the week the move occurred.

Meal Plan- No refund will be given on Meal Plans after the seventh week.

Time of Withdrawal	Amount
First Week (Census date of term)	90 %
Second Week	80 %
Third Week	75 %
Fourth Week	70 %
Fifth Week	60 %
Sixth Week	50 %
Seventh Week	40 %