



“Raising the Standards of Midwifery”

Policies and Procedures Regarding Voluntary Withdrawal from the Program and Refunds of Tuition

Nizhoni Institute of Midwifery requires each student to make continuous progress toward completion of the midwifery education program. Residential midwifery students enter and complete their midwifery program as a group, taking each module in sequence since each new module builds upon previous skills and instruction. This form of study creates a cohesive and logical structure to the student’s educational program and avoids gaps in learning that may occur when students take courses out of sequence.

Despite the benefits of completing the midwifery education program as a cohort, Nizhoni Institute of Midwifery recognizes that circumstances occur in which a student must temporarily interrupt the course of midwifery study. Examples of situations in which a student might choose to withdraw from the program include pregnancy, personal illness, and illness of a family member requiring the student’s care, personal or family emergencies and financial hardship.

A student in Good Standing may voluntarily withdraw from the program with a status of “Withdrawn in Good Standing.” The student’s request for withdrawal is submitted in writing to the Executive Directors with the reason for the request. The request for withdrawal is granted by the Executive Directors.

The student who is Withdrawn in Good Standing may resume studies with the next available cohort without loss of academic standing. Students who are Withdrawn in Good Standing have the option of repeating with their new cohort any modules they had previously completed in order to prepare for re-entry into the midwifery education program at the previous point of withdrawal from the program. The student’s request for readmission and plan for completion of midwifery studies will be documented, signed by the Executive Directors and retained in the student’s file.

Policies and Procedures Regarding Voluntary Withdrawal from the Program and Refunds of Tuition, Cont.

- 1.** Each student has the right to voluntarily withdraw from the Nizhoni Institute of Midwifery program. A student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:
 - a. The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.
 - b. The institution terminates the student's enrollment for:
 - Failure to maintain satisfactory progress.
 - Failure to abide by the rules and regulations of the institution.
 - Absences in excess of the maximum set forth by the institution.
 - Failure to meet financial obligations to the school.
 - c. The student fails to attend class for a three-week period without prior arrangement with the instructor and an Executive Director.
- 2.** A student may withdraw from the school at any time after the cancellation period and receive a refund of money for modules that have been purchased and not yet provided to the student by the school. If the student has been sent a module as evidenced by postal receipt or electronically, the tuition for that module is considered earned and the student will not receive a refund for the module. If the module has been sent and the student has not yet paid for the module, the module must be purchased by the student regardless of the student's plan to withdraw from the program. Nizhoni Institute has the right to subtract the cost of unpaid tuition, registration, sustaining and administrative fees and to deduct the full cost of texts and/or equipment not returned in good condition within 30 days of withdrawal from the program.
- 3.** For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Should Nizhoni become eligible to administer federal student financial aid, any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

- 4.** A student who is Withdrawn or Withdrawn in Poor Standing (see Nizhoni Institute of Midwifery Policies and Procedures Regarding Academic Progress) remains responsible for payment of any tuition and/or fees that are in arrears at the time of withdrawal from the program.