

REFUND POLICY 2026-2027

CONCORDIA COLLEGE

901 8TH St S
Moorhead, MN 56562

1. Introduction

The Concordia College Refund Policy is intended to provide students and families with clear, accessible information so they understand the financial implications of decisions made regarding withdrawing from the College or making changes to their student account. This policy explains the adjustments to tuition and fees, housing, and meal plan charges on a student's account.

2. Withdrawal Process

If a student intends to withdraw from the College, they must complete an Application for Withdrawal through the Center for Student Success office. Once completed and endorsed, the withdrawal becomes effective on the date it is approved, creating an **Official Withdrawal Date**. This date will be used to determine adjustments to:

- Tuition and fees
- Housing charges
- Meal plan charges

Students who stop attending classes and who do not withdraw following the outlined process will be charged as if they continued through the semester.

Students are strongly encouraged to consult the Financial Aid office before withdrawing whenever circumstances permit.

3. Withdrawal Schedule

Below is Concordia College's Withdrawal Schedule for the 2026-2027 Academic Year:

Fall 2026 SEMESTER		
August 26th	September 9th	100%
September 10th	September 25th	75%
September 26th	October 9th	50%
October 10th	October 23rd	25%
No adjustments to charges after October 23rd, 2026.		

SPRING 2027 SEMESTER		
December 20 th (2026)	January 20th	100%
January 21st	February 5th	75%
February 6th	February 19th	50%
February 20th	March 5th	25%
No adjustments to charges after March 5th, 2027.		

This schedule impacts tuition and fees, on-campus housing assignments, and meal plan charges. Once a student has been reviewed for billing adjustments for all applicable charges, the Financial Aid Office will complete federal, state, and institutional financial aid refund calculations and return all unearned financial aid to their applicable programs as outlined in Financial Aid Withdrawal policy for [Undergraduate students](#) or [Graduate students](#).

The following sections detail how the Withdrawal Schedule applies to specific charges on a student account.

3.1 Tuition & Fee Implications

Withdrawals

Students that fully withdrawal from the College will have their tuition and fees adjusted based on their Official Withdrawal Date and the percentages in the Withdrawal Schedule.

Individual Courses

Students who remain enrolled at Concordia but drop a course(s) may be eligible for an adjustment to their total tuition charge.

If a student makes course adjustments but remains enrolled in 12-17 credits, which is considered full-time, there will not be an adjustment in tuition.

If a student drops a full-term course, the tuition and fees adjustment will be based on the Withdrawal Schedule set for the academic year.

For modular courses, 100% tuition and fee adjustments will occur through the 10th business day of the course.

After this point, there will be no adjustment to the tuition and fee amount.

Eligible Charges

The Concordia College Refund Policy only applies to required tuition and fee charges on the student account. Examples of institutional charges **NOT** eligible for adjustment include the: New Student Transition fee, parking pass, parking fines, Study Away travel expenses, and the Achieve book program fee.

3.2 Residence Life Implications

Students that withdraw from Concordia College and terminate on-campus housing will receive an adjustment according to their Official Withdrawal Date and the Withdrawal Schedule.

Students whose housing is cancelled are generally expected to vacate their housing assignments within 72 hours unless otherwise directed by the college. The move-out date does not change the student's Official Withdrawal Date or the housing refund percentage otherwise applicable under this policy. In some cases, Residence Life charges cancellation fees dependent on time of housing cancellation and reason for cancellation.

Students who are unable to vacate on-campus housing within three calendar days may request an extension through Residence Life. Students remaining in on-campus housing without an approved extension may be subject to additional charges and other applicable College policies.

For more information on cancellation fees and the move out timeline, please visit [Residence Life Cancellation & Refund Policy.pdf](#).

3.3 Dining Services Implications

Students who withdraw from the College and terminate a Meal Plan Agreement will receive an adjustment according to their Official Withdrawal Date and the Withdrawal Schedule.

Students who are vacating from on-campus housing will be allowed to use their meal plan through the date they vacate their housing assignment. After that, the student will be allowed to utilize the on-campus dining options by paying out-of-pocket.

Students who remain enrolled at the College and cancel or change a Meal Plan Agreement will follow a different adjustment policy. View the [2026-27 Dining Plan Agreement](#) for more information.

4. Special Terms and Programs

Academic programs or courses operating on schedules substantially different from the regular fall or spring semester may have separate refund schedules.

Examples may include:

- Summer courses
- Study-away or study-abroad programs
- Concordia Language Villages programs
- Other specialized academic programs

When a program uses a different refund methodology, the applicable policy and financial terms will be communicated before enrollment or participation whenever practicable.

5. Refund Policy Coordination

This policy is intended to serve as the College's primary policy governing financial adjustments resulting from a complete withdrawal from the institution.

College webpages, housing agreements, meal plan agreements, enrollment materials, and other student-facing documents that address withdrawal-related adjustments should reference this policy rather than establish separate or conflicting methodologies. Other documents may contain additional operational terms related to the particular service, including housing checkout requirements, meal plan eligibility, Dining Dollar usage, or other program-specific provisions.

If language in another College publication concerning withdrawal-related adjustments conflicts with this policy, this policy will govern unless a separate refund policy is specifically required for a particular academic program or service.

This policy will be reviewed and updated annually by the Business Office in consultation with Financial Aid, Residence Life, Dining Services and the Registrar's Office.