



## Winter Session 2023-2024 Policies

### Winter Session Courses Tuition Information

Tuition information for our winter program can be found on our website at: [www.smcvt.edu/wintersession](http://www.smcvt.edu/wintersession).

There are limited tuition discounts available for students enrolled in Saint Michael's Winter Session 2023-2024. Students who enroll in a Winter Session course will likely be billed and required to pay the full tuition amount for that course regardless of tuition discounts they have received in the past or are currently eligible for during the fall, spring, and summer semesters. Tuition discounts not applicable for Winter Session 2023-2024 include, but are not limited to: transfer students, scholarship athletes, active duty military members, tuition remission (Saint Michael's College employees and dependents). Students who receive tuition vouchers for a reduced course load at Saint Michael's may be eligible for a voucher to cover tuition. Please contact the Office of Accessibility Services for more information.

Tuition Payments can be made online through our Online Payment Center at: <https://selfservice.smcvt.edu/student>.

If you wish to authorize a proxy please visit: [www.smcvt.edu/proxy](http://www.smcvt.edu/proxy). This link will give instructions on how to create a proxy, activate proxy status, and obtain user name and password for proxies. If you wish to authorize a proxy other than a parent, our Student Financial Services office has a form so that we can create a proxy relationship for that individual so the student can then "proxy" the individual.

### Applicability

This policy applies to Saint Michael's fully online undergraduate courses offered outside the traditional academic semester, including online winter session courses, and courses offered fully online through the Accelerated Summer College. Additionally, this policy applies to fully online graduate winter session courses. This policy does not apply to courses taught on campus, offered in a hybrid online/on-campus format or to courses offered during the traditional fall/spring semesters.

### Add/Drop

Winter Session 2023-2024: Monday, December 18th - Wednesday, December 20th. A student must declare the desire to audit or take the course as "pass/fail" during this time period. Students can only take course "pass/fail" if it does not fulfill a major/minor, CORE, or LSC requirement.

## Withdrawals and Refund Policies

Given the accelerated nature of our online and non-traditional programs, students are expected to dedicate more time per week engaging in their coursework. The expected average hour/week of work will be communicated to you in program-specific material (about 25-30 hours/week for a Winter Session course). A student may drop and add a course within the programs published add/drop period. **Students who drop a course within the published add/drop period will receive a refund of 100% of tuition and fees. No refunds will be made for withdrawals after the add/drop period.**

Withdrawal from a course following the posted add/drop period (December 21st, 2023) and through the third Thursday of the Session (January 4th, 2024) will result in a WD on a student's transcript.

After January 4th, 2024, a WD is no longer possible. Students can still exit the class, but will receive whatever grade is earned. In some cases, students may consider a Medical Withdrawal. More information on that may be found at <http://catalog.smcvt.edu/content.php?catoid=34&navoid=728>

Courses will be available for students during the week prior to the official start date of the program. During this time, students will take important steps to prepare for success in their online course(s). Students will have time to preview their course(s) during this time and should:

- Review the course syllabus and explore the course Canvas page
- Watch the Faculty Welcome Video if one is provided
- Complete the "I Am Here" enrollment verification assignment\*
- Complete Student Introductions

**\*Completion of the "I Am Here" assignment confirms 1) the student's intent to complete their course and 2) that they have read and agreed to the Winter Session 2023-2024 Policies.** Students who do not complete this assignment by the add/drop deadline will be automatically removed from the course(s).

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

Students who withdraw prior to the add/drop deadline (December 20th 2023) will be eligible for a refund of tuition and fees in accordance with the following schedule:

Length of Enrollment	Percentage Refund
Prior to add/drop deadline (December 20th 2023)	100%
After add/drop deadline	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 start of the program.

Please note, 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.

The Saint Michael's College Academic Integrity Policy fully applies to Winter Session 2023-2024. Please review the policy here: <https://www.smcvt.edu/offices-and-services/academic-affairs-staff-directory/policy-on-academic-integrity/>