



Online and Nontraditional Programs: Summer 2024

Tuition Information

Tuition information for our Accelerated Summer College (ASC) program can be found on our website at: www.smcvt.edu/asc

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. 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. Please direct any questions regarding payment to our Student Financial Services office at finaid@smcvt.edu or (802) 654-3243.

Withdrawals and Refund Policies

Given the accelerated nature of our online programs, students are expected to dedicate more time per week engaging in their coursework. The expected average hour/week of work will be communicated in program-specific material, but anticipate at least 20 hours/week. A student may drop and add a course within the programs’ published add/drop period for a full refund of the tuition.

Withdrawal from a course following the posted add/drop period and through the withdrawal dates listed below will result in a WD on a student’s transcript. After these dates, a WD is no longer possible. Students can still exit the class, but will receive whatever grade has been earned at that time.

Refund Policy Dates: Please Review Carefully		
	<i>Add/Drop Period</i>	<i>Withdrawal Deadline</i>
ASC Session 1	May 20 - 22	June 14
ASC Session 2	July 1 - 3	July 26

Students who drop a course within the published add/drop period will receive a 100 % tuition refund. No refunds will be made for withdrawals after the add/drop period.

Courses will be available for students one 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
- Complete the “I Am Here” assignment to confirm your enrollment in the course*
- Watch your Faculty Welcome Video if one has been shared

***Completion of the “I Am Here” assignment confirms the student’s intent to complete their course.**

Students who do not complete this assignment by the add/drop deadline may 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 canceled, students will be given the option to take another course within the session or receive a full refund of tuition and fees.

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.

Pass/Fail

A student must declare the desire to audit or take the course as “pass/fail” before or during the add/drop period via completion of the “Pass/Fail Grading Request Form” which can be found on the Registrar’s Office page of the SMC Portal. Students can only take a course as “pass/fail” if it does not fulfill a major/minor, CORE, or LSC requirement.

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.

Other general policies and procedures are outlined in the Saint Michael’s College Student Handbook. To view this, please visit our [Office of Community Standards webpage](#).

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. Please direct any questions

regarding Collections to our Student Financial Services office at finaid@smcvt.edu or (802) 654-3243.

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.

Thank you for choosing the Accelerated Summer College at Saint Mike's for your academic journey. We look forward to working with you!