

## REFUND POLICY

A. Teacher Preparation Certificate Program and Master's in Education Programs Moreland University refunds program tuition according to a flexible time schedule, representing percentage of overall program completed, as measured by credit hours attempted. The refund is calculated by total credit hours earned and attempted at the time of withdrawal, divided by the program's overall credit hours, resulting in the percentage of program completed. That percentage is then multiplied by the total program tuition in order to determine the amount to be refunded to the candidate. If a candidate has received a discount on tuition through an institutional collaboration agreement, the refund policy will be based on the discounted tuition rate. *See Schedule A for a listing of our credit hours by program.*

Percentage of Program Completed, as Measured by Credit Hours Earned and Attempted	Percentage of Tuition Retained by the Institution (Plus Non-Refundable Registration Fee of \$200)
Up to 10%	10%
>10% - 25%	25%
>25% - 50%	50%
>50% - 100%	100%

### Example 1 – Teacher Preparation Certificate Program (24 credit hour program)

Candidate withdraws after completing 6 credit hours of the program's total 24 credit hours, and is actively enrolled in a 3 credit hour module. The total number of credit hours attempted is 9/24, which equals 37.5% of the overall program. As this percentage falls within the refund band of >25% - 50%, the institution retains \$3,475, representing 50% of the tuition plus the non-refundable registration fee of \$200. The candidate will be refunded \$3,475, representing 50% of tuition minus the non-refundable registration fee of \$200.

Institution		Candidate	
<u>Tuition Charge</u>	<u>\$6,950</u>	<u>Tuition Paid.</u>	<u>(\$6,950)</u>
50% Retained	\$3,275	50% Tuition	\$3,275
Non-Refundable Registration Fee	\$200	Non-Refundable Registration Fee	(\$200)
<u>University Retains</u>	<u>\$3,475</u>	<u>Refund Issued</u>	<u>\$3,475</u>

### Example 2 – Master's in Education with Focus on Special Education (39 credit hour program)

Candidate withdraws after completing 6 credit hours of the program's total 39 credit hours, and is actively enrolled in a 3 credit hour module. The total number of credit hours attempted is 9/39, which equals 23% of the overall program. As this percentage falls within the refund band of >10% - 25%, the institution retains \$3,500, representing 25% of the tuition plus the non-refundable registration fee of \$200. The candidate will be refunded \$10,300, representing 50% of tuition minus the non-refundable registration fee of \$200.

Institution		Candidate	
<u>Tuition Charge</u>	<u>\$14,000</u>	<u>Tuition Paid</u>	<u>(\$14,000) 25%</u>
Retained	\$3,300	75% Tuition	\$10,500
Non-Refundable Registration Fee	\$200	Non-Refundable Registration Fee	(\$200)
<u>University Retains</u>	<u>\$3,500</u>	<u>Refund Issued</u>	<u>\$10,300</u>

**B. Professional Development Courses**

Moreland University refunds tuition for its Professional Development courses according to a time-based term schedule, representing the number of weeks completed of a given Professional Development course. The university's Professional Development courses are based on blocks of 15 clock hours: a one- week course (1 Continuing Education Unit) equals 15 clock hours; a two-week course (2 Continuing Education Units) equals 30 clock hours; and a four-week course (4 Continuing Education Units) equals 60 clock hours.

*4-week (4 Continuing Education Units) course | \$120 non-refundable registration fee*

Length of Term	Percentage of Full Tuition Retained by the Institution (Plus Non-Refundable Registration Fee)
1 <sup>st</sup> week	30%
2 <sup>nd</sup> week	60%
3 <sup>rd</sup> week	80%
4 <sup>th</sup> week	100%

*2-week (2 Continuing Education Units) course | \$60 non-refundable registration fee*

Length of Term	Percentage of Full Tuition Retained by the Institution (Plus Non-Refundable Registration Fee)
1 <sup>st</sup> week	30%
2 <sup>nd</sup> week	60%

*1-week (1 Continuing Education Unit) course | \$30 non-refundable registration fee*

Length of Term	Percentage of Full Tuition Retained by the Institution (Plus Non-Refundable Registration Fee)
1 <sup>st</sup> week	30%

**Example – 4-week (4 Continuing Education Units) course**

Candidate withdraws in the middle of the second week of the course. The institution retains a total of \$480, representing 60% of tuition (\$360) plus the non-refundable registration fee of \$120. The candidate will be refunded a total of \$120, representing 40% of tuition (\$240) minus the non-refundable registration fee of \$120. If a candidate has received a discount on tuition through an institutional collaboration agreement, the refund policy will be based on the discounted tuition rate. There is no refund after a candidate has completed the third week of the course.

Institution		Candidate	
<u>Tuition Charge</u>		<u>\$600 Tuition Paid</u>	<u>(\$600)</u>
60% Retained	\$360	40% Tuition	\$240
Non-Refundable Registration Fee	\$120	Non-Refundable Registration Fee	(\$120)
<u>University Retains</u>	<u>\$480</u>	<u>Refund Issued</u>	<u>\$120</u>

**SCHEDULE A: CREDIT HOURS BY PROGRAM**

Moreland University programs (Teacher Certification and Master’s degrees) are delivered in modules, which include multiple week-long units with multiple graded activities each. Completion of an activity results in a grade; the average of activity grades constitutes a unit grade; and the average of unit grades constitutes a module grade; the average of module grades constitutes the GPA for program completers. Graduate credit hours are awarded upon completion of a module. Module length, in terms of number of weeks or number of activities submitted, is not an appropriate measure of actual time spent on graded activities. One activity may take 15 minutes to complete, while another may take a few days.

*Moreland University, therefore, refunds tuition by percentage of the program completed, as measured by credit hours attempted. Please see our program tables below, with credit hour assignments.*

PROGRAM	M	TITLE	CREDIT HOURS
Teacher Certification		Program Orientation	1
		The Culture of Schooling	2
		The Learner & Learning in the Digital Age	3
		Managing the Learning Environment	3
		Student Assessments	3
		Planning & Preparation for Learning	3
		Introduction to Clinical Practice	1
		Teaching Practice and Proficiency (Clinical)	8
		TOTAL	24
M.Ed. Globalization		Program Orientation	1
		The Culture of Schooling	2
		The Learner & Learning in the Digital Age	3
		Managing the Learning Environment	3
		Student Assessments	3
		Planning & Preparation for Learning	3
		Introduction to Clinical Practice	1
		Teaching Practice and Proficiency (Clinical)	8
		Impact of Globalization on Education	3
		Research in Globalization and International Education	4
		International Mindedness	4
		Globalization Project Presentation	4
	TOTAL	39	
M.Ed. Early Childhood		Program Orientation	1
		The Culture of Schooling	2
		The Learner & Learning in the Digital Age	3
		Managing the Learning Environment	3
		Student Assessments	3
		Planning & Preparation for Learning	3
		Introduction to Clinical Practice	1
		Teaching Practice and Proficiency (Clinical)	8
		Philosophical Inquiry and Contemporary Issues in Early Childhood Education	3
		Creating Positive Learning Environments	4
		Learner Differences and Commonalities	4
		Curriculum and Instruction	4
	TOTAL	39	
M.Ed. Special Education		Program Orientation	1
		The Culture of Schooling	2
		The Learner & Learning in the Digital Age	3
		Managing the Learning Environment	3
		Student Assessments	3
		Planning & Preparation for Learning	3
		Introduction to Clinical Practice	1
		Teaching Practice and Proficiency (Clinical)	8
		Current Trends and Issues in Special Education	3
		Policies and Practices in Special Education	4
		Psycho-educational Interventions for Children and Youth with Special Needs	4
		Instructional Planning Methods in Special Education	4
	TOTAL	39	

PROGRAM	TITLE	CREDITS	
M.Ed. Teaching Multilingual Learners	Program Orientation	1	
	The Culture of Schooling	2	
	The Learner & Learning in the Digital		
	Managing the Learning Environment		
	Student Assessments		
	Planning & Preparation for Learning		
	Introduction to Clinical Practice		
	Teaching Practice and Proficiency (Clinical)		
	Learning in a Linguistically Diverse Environment		
	Teaching Language Learners in a Linguistically Diverse Environment		
	English Language Development in a Linguistically Diverse Environment	4	
	Receptive and Productive Skill Development in a Linguistically Diverse Environment	4	
	TOTAL	39	
	M.Ed. Educational Technology	Program Orientation	
The Culture of Schooling			
The Learner & Learning in the Digital			
Managing the Learning Environment			
Student Assessments			
Planning & Preparation for Learning			
Introduction to Clinical Practice			
Teaching Practice and Proficiency (Clinical)			
Systems Thinking in Digital Learning and Educational Technology			
Becoming an Instructional Coach for Educational Technology			
Instructional Design in Educational Technology			
Instructional Design and Educational Technology Project		4	
TOTAL		39	
M.Ed. Educational Research		Program Orientation	
	The Culture of Schooling		
	The Learner & Learning in the Digital		
	Managing the Learning Environment		
	Student Assessments		
	Planning & Preparation for Learning		
	Introduction to Clinical Practice		
	Teaching Practice and Proficiency (Clinical)		
	The Educational Research Process		
	Educational Research Methods		
	Practical & Ethical Considerations: Research	4	
	Capstone Project Educational Research	4	
	TOTAL	39	
	M.Ed. Educational Leadership	Orientation to program and cohort	
Philosophy of Global Educational Leadership			
Creating a Learning Community through Educational Leadership			
Role of Educational Leadership in Developing Student Learning and Achievement			
Managing School Operations			
Financial Planning and Human Capital Management			
National & International Education Policy, Laws & Ethics			
Risk Management and School Climate & Safety			
Strategic Planning & Community Engagement		4	
Educational Leadership Internship Practice and Proficiency		10	
TOTAL		39	
M.Ed. Globalization & Educational Research		Program Orientation	
		The Culture of Schooling	
		The Learner & Learning in the Digital Age	
	Managing the Learning Environment		
	Student Assessments		
	Planning & Preparation for Learning		
	The Educational Research Process		
	Educational Research Methods	4	
	Practical & Ethical Considerations: Research	3	
	Impact of Globalization on Education	4	
	Research in Globalization & International Education	4	
	International Mindfulness	4	
	Globalization Project Presentation	4	
	TOTAL	41	

<b>PROGRAM</b>	<b>M T i n E</b>	<b>CREDIT HOURS</b>
M.Ed.Globalzation Completion/Add-On	Impact of Globalization on Education	4
	Research in Globalization and International Education	4
	<b>International Mindedness</b>	4
	Globalzation Project Presentation	4
	TOTAL	15
M.Ed.Early Childhood Completion/Add-On	Philosophical Inquiry and Contemporary Issues in Early Child	3
	<b>Creating Positive Learning Environments</b>	4
	<b>Learner Differences and Commonalities</b>	4
	<b>Curriculum and Instruction</b>	4
	TOTAL	15
M.Ed.Special Education Completion/Add-On	Current Trends and Issues in Special Education	3
	<b>Policies and Practices in Special Education</b>	4
	Psycho-educational Interventions for Children and Youth with	4
	Instructional Planning Methods in <b>Special</b> Education	4
	TOTAL	15
M.Ed. Teaching Multilingual Learners Completion/Add-On	<b>Learning in a Linguistically Diverse Environment</b>	3
	<b>Teaching Language Learners in a Linguistically Diverse Envirc</b>	4
	English Language Development in a Linguistically Diverse Er.	4
	Receptive and Productive Skill Development in a Linguistically	4
	TOTAL	15
M.Ed.Educational Technology Completion/Add-On	Systems Thinking in Digital <b>Learning and</b> Educational Technol,	3
	Becoming an Instructional Coach for Educational Technology	4
	Instructional Design in Educational Technology	4
	Instructional Design and Educational Technology Project	4
	TOTAL	15
M.Ed.Educational Research Completion/Add-On	The Educational Research Process	3
	Educational Research Methods	4
	Practical & Ethical Considerations: Research	4
	Capstone Project Educational Research	4
	TOTAL	15