ORION TECHNICAL COLLEGE

# ADDENDUM TO THE CATALOG

## Academic Catalog 2026/2027 | Published Version LVIII

**Effective Date: November 12, 2026**

**OFFICIAL SUPPLEMENT**
This Addendum is an official supplement to the Orion Technical College Academic Catalog 2026/2027, Published Version LVIII. Where this Addendum replaces or updates catalog content, this Addendum controls as of the effective date. All catalog provisions not specifically amended remain unchanged.

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# Catalog Sections Amended

| Catalog Page | Section and Scope of Change |
|---|---|
| **Replacement Sections** | |
| **Pages 39-40** | Only Graduate Admissions Requirements (MSAI, MSBA, MSCS) is replaced. Undergraduate, RN to BSN, and MSN admissions, the Professional Licensure Disclosure, and other provisions on pages 39-40 remain unchanged. |
| **Page 41** | Only the foreign secondary credential subsection under International Applicants is replaced. All other page 41 provisions, including International Students (F-1 Visa Students), remain unchanged. |
| **Page 43** | Only Transfers from Other Educational Institutions Outside of the United States and Articulation Pathway Residency Requirement Exception are replaced. The general domestic transfer policy, Prior Learning Experience Credits, and other unamended provisions remain unchanged, except that the minimum residency for graduate programs is now 50 percent (see General Institutional Residency Requirements). |
| **Pages 46-48** | Only the Attendance Policy, from that heading on page 46 through the Externship attendance subsection on page 48, is replaced. Other provisions remain unchanged, including the preceding academic policies on page 46 and Classwork Policies beginning on page 48. |
| **Pages 54-55** | Only Academic Dismissal is replaced. It now refers to the CGPA required for graduation instead of a fixed 2.0 CGPA. All other provisions on pages 54-55 not amended elsewhere in this table remain unchanged. |
| **Page 55** | Only Re-Admission after Withdrawal or Cancellation is replaced. It now refers to the CGPA required for graduation instead of a fixed 2.0 CGPA. All other provisions on page 55 not amended elsewhere in this table remain unchanged. |
| **Page 55** | Only the paragraph under Dismissal of Student's Training by College is replaced. |
| **Updated and Added Sections** | |
| **Page 40** | Graduate Admissions Requirements (MSN Programs), item 7 only: adds minimum English language proficiency scores. All other MSN admission requirements remain unchanged. |
| **Page 43** | General Institutional Residency Requirements. For graduate programs, this replaces the 25 percent minimum on page 43 with a 50 percent minimum. The 25 percent minimum for nondegree and undergraduate programs is unchanged. |
| **Page 51** | Grading Scale: in a master's degree program, a D in a graduate course is not included in credits earned. All other Grading Scale entries remain unchanged. |
| **Page 51** | Academic Deadline Adjustment: adds this policy before Incomplete Grades, and updates the first sentence under Incomplete Grades to refer to it. All other Incomplete Grades provisions remain unchanged. |
| **Page 52** | Multiple Course Attempts: adds a written notice after a master's degree student's first grade below 2.0 (C) in a required graduate course, and the outcome when the student is not granted a third attempt or an alternative course. All other Multiple Course Attempts provisions remain unchanged. |

| Catalog Page | Section and Scope of Change |
|---|---|
| **Page 52** | Leave of Absence Policy: replaces stipulation 1 (requesting a leave) and the final paragraph (withdrawal reporting) with the requirements for requesting and granting a leave, notice of a changed graduation date, returning from the leave, and failing to return. All other Leave of Absence provisions remain unchanged. |
| **Pages 52-53** | Completers: the CGPA requirement now reads “Achieve the minimum CGPA required for graduation.” All other provisions remain unchanged. |
| **Page 53** | Cumulative Grade Point Average (CGPA): replaces the sentence on successful completion of a course to require a 2.0 (C) in graduate courses in master’s degree programs. All other provisions remain unchanged. |
| **Page 53** | Treatment of Incomplete Grades in Satisfactory Academic Progress: adds that courses completed under an Academic Deadline Adjustment are graded by the end of the term and included at that term's evaluation point. |
| **Page 54** | Evaluation Points, Graduate Programs rows of the SAP chart: sets the minimum CGPA at 3.0 at every evaluation point and adds separate standards for the 33-credit MSN programs. The rates of progress for the 30-credit graduate programs and the rows for all other programs remain unchanged. |
| **Page 58** | Graduation Requirements: sets a minimum 3.0 CGPA for graduation from a master’s degree program and counts only graduate courses graded 2.0 (C) or better toward graduation. All other graduation requirements, and the requirements for all other programs, remain unchanged. |
| **Page 101** | Withdrawal of Training / Institutional Tuition Refund Policy: adds the date from which refunds are calculated and a 90-day outer limit for paying refunds, measured from the date of determination when a student does not return from an approved leave of absence. The refund calculation formula and all other provisions remain unchanged. |

# Graduate Admissions Requirements (MSAI, MSBA, MSCS)

To be admitted into one of Orion Technical College's Master of Science in Artificial Intelligence, Master of Science in Business Analytics, or Master of Science in Computer Science programs, applicants must:

### 1. Graduate Admissions Application

Complete the Graduate Admissions Application and pay the non-refundable Application Fee of $50.

### 2. Bachelor's Degree and Academic Preparation

Applicants must possess an earned bachelor's degree from a recognized postsecondary institution in the United States or a foreign credential determined by Orion Technical College to be equivalent to a U.S. bachelor's degree.

Official transcripts are required.

Applicants must also demonstrate appropriate academic or professional preparation for graduate-level study through one of the following pathways:

#### *Standard Admission Pathway*

Applicants must demonstrate that their prior education, professional experience, or other relevant preparation provides an appropriate foundation for graduate-level study in the selected program.

Orion Technical College will evaluate the applicant's academic background, professional experience, and other relevant evidence to determine whether the applicant possesses the knowledge and preparation necessary to succeed in the program.

#### *Approved Articulation Pathway*

Applicants entering through an Orion Technical College-approved articulation agreement must possess an earned bachelor's degree or equivalent and successfully complete the coursework prescribed under the applicable articulation pathway.

Successful completion of the prescribed articulation coursework may be used by Orion Technical College as evidence that the applicant possesses the academic and technical preparation necessary for admission to the applicable graduate program.

Completion of articulation coursework does not constitute automatic admission to Orion Technical College. Final admission decisions remain solely with Orion Technical College.

### 3. Foreign Academic Credentials

Applicants whose qualifying bachelor's degree was earned outside the United States must provide official academic records sufficient to demonstrate completion of a credential equivalent to a U.S. bachelor's degree.

Academic records not issued in English must be accompanied by an acceptable English translation.

Foreign academic credentials must be evaluated through a credential evaluation process approved by Orion Technical College.

The cost of foreign credential evaluation is the responsibility of the student.

For applicants entering through an approved articulation pathway, Orion Technical College may accept a documented foreign credential equivalency evaluation completed through an OTC-approved process established with the articulation partner.

Orion Technical College retains sole authority to determine whether a foreign credential satisfies its graduate admission requirements and may require additional documentation or independent evaluation when the available evidence is insufficient to make that determination.

### 4. English Language Proficiency

Non-native English speakers who did not complete post-secondary education exclusively in the English language must provide proof of English language proficiency through an accepted TOEFL, IELTS, PTE, or Duolingo score report. Minimum accepted scores are:

- TOEFL iBT: 79 on the 0–120 scale, or 4.0 on the 1–6 scale
- IELTS Academic: 6.5
- PTE Academic: 54
- Duolingo English Test: 110

### 5. GRE

GRE optional.

## Graduate Admissions Requirements (MSN Programs)

Non-native English speakers applying to an MSN program who did not complete post-secondary education exclusively in the English language must meet the following minimum scores:

- TOEFL iBT: 79 on the 0–120 scale, or 4.0 on the 1–6 scale
- IELTS Academic: 6.5
- PTE Academic: 54
- Duolingo English Test: 110

# International Applicants

Applicants whose qualifying secondary education credential was earned outside the United States must provide official academic records demonstrating completion of a credential equivalent to a U.S. high school diploma or other credential required for admission to the applicable program.

Academic records not issued in English must be accompanied by an acceptable English translation.

Credential equivalency must be established through a process approved by Orion Technical College. Academic Records will review the documentation and maintain the applicable admissions documentation in the applicant's institutional record.

# Transfers from Other Educational Institutions Outside of the United States

Applicants seeking transfer credit for coursework completed at a postsecondary institution outside the United States must provide official academic records and sufficient course information for Orion Technical College to evaluate the coursework.

Documents not issued in English must be accompanied by an acceptable English translation.

Orion Technical College may require a credential evaluation, course-by-course evaluation, course descriptions, syllabi, learning outcomes, or other supporting documentation through an institutionally approved process when necessary to determine course equivalency.

The Director of Admissions or Designee will coordinate with the Dean of Academic Affairs or Designee regarding the evaluation of coursework submitted for transfer. Approved transfer credit will be documented through the institution's established transfer-credit evaluation process and maintained in the student's academic record. The Dean of Academic Affairs or Designee will complete a Transfer Acceptance Report of any course(s) accepted for transfer, which will be provided to the applicant and saved in the applicant's records.

# General Institutional Residency Requirements

Students in nondegree and undergraduate programs must complete at least twenty-five percent (25%) of their program’s required credits or education and training directly through Orion Technical College. Students in all graduate programs must complete at least fifty percent (50%) of the total program credits directly through Orion Technical College. These minimums apply regardless of whether a student enters through an articulation pathway. A higher applicable program or articulation residency requirement remains controlling.

# Articulation Pathway Residency Requirement Exception

For students enrolled through an approved articulation agreement pathway, a minimum of fifty percent (50%) of the total program credits must be completed directly through Orion Technical College.

All transfer credit awarded under an articulation agreement remains subject to Orion Technical College's Transfer Credit Policy and is evaluated on a student-by-student basis. Course equivalency tools and transfer pathway documents are used for reference purposes only and do not guarantee transfer credit acceptance.

# Attendance Policy

## General Attendance Standard

Orion Technical College requires students to participate in the instructional activities established for each course and to complete course requirements within the timeframes published in the course syllabus, academic calendar, program requirements, or applicable training schedule.

Attendance expectations may vary based on:

- Course delivery method;
- Program learning and competency requirements;
- Laboratory, clinical, or externship requirements; and
- An approved accommodation or leave of absence.

Additional financial aid, immigration, VA, military, sponsoring-agency, and partnership requirements apply only to the students and enrollment circumstances they govern.

## Documentation of Attendance

Attendance is documented according to the instructional method used in the course.

### Scheduled Residential or Synchronous Instruction

Attendance is demonstrated through the student's presence and participation in a scheduled classroom, laboratory, clinical, webinar, lecture, conference, or other instructor-led instructional activity.

### Asynchronous Distance Education

Students enrolled in asynchronous distance education courses are responsible for completing required coursework and academically related activities within the timeframes prescribed in the course syllabus.

Academic engagement may include:

- Submitting an academic assignment;
- Completing an examination or assessment;
- Participating in an assigned academic discussion;
- Participating in an interactive tutorial or other interactive instruction;
- Participating in an assigned group project or study activity;
- Attending an academic conference with an instructor; or
- Interacting with an instructor concerning the academic content of the course.

Logging into the learning management system, viewing a course page, receiving an announcement, or remaining logged into a course does not, by itself, establish attendance.

Attendance in an asynchronous course is evaluated based on the academically related activities scheduled for the applicable instructional period. A student will not be marked absent for a period in which the course does not require or provide an academically related activity.

### Hybrid or Blended Instruction

Students must satisfy the attendance requirements established for each scheduled component of a hybrid or blended course.

### Laboratory, Clinical, and Externship Instruction

Attendance in a laboratory, clinical experience, or externship is documented through verified participation and completion of the scheduled hours, activities, and competencies required by the program and approved site.

Students must comply with applicable site requirements. Missed required hours or competencies must be completed when required by the program, site, licensing body, accreditor, or other applicable authority.

## Attendance Review and Student Notification

Faculty members document attendance and academic engagement according to the course schedule and report concerns through the College's established attendance reporting process.

When a student does not satisfy a required attendance or academic-engagement expectation, the College will review the circumstances and may:

- Contact the student;
- Provide academic or student-support assistance;
- Issue a written attendance warning;
- Establish an academic or attendance improvement plan;
- Refer the student for review under an approved accommodation or leave-of-absence process; or
- Terminate the student's enrollment as permitted by the attendance standard in this policy.

Before terminating enrollment for failure to meet attendance requirements, the College will issue a written warning explaining that continued failure may result in termination. The College will document the student's receipt of the warning or its attempt to notify the student of the warning.

### Attendance Standard

The following baseline attendance standard applies to every student in residential, live (synchronous) online, asynchronous online, hybrid, laboratory, clinical, and externship instruction:

- Written warning: A student who has no academic attendance or academically related activity in a course for 14 consecutive calendar days will receive a written attendance warning.
- Termination: A student who has no academic attendance or academically related activity in a course for 21 consecutive calendar days may be terminated from the program, and only after the written warning has been issued.
- Attendance is counted separately for each course. Attendance in one course does not count toward another.
- Academically related activity completed under an approved Academic Deadline Adjustment, on or before the revised deadline, counts as attendance in that course, including for Title IV purposes, on the date it occurs.
- Scheduled breaks, College holidays, and approved leaves of absence do not count toward these periods.
- Absences for military training or jury duty do not count toward these periods when the student notifies the College before 14 consecutive calendar days of absence.
- Breaks, holidays, military training, and jury duty do not extend federal Title IV deadlines.
- Missed laboratory, clinical, or externship hours required by the program must still be made up.

No period without attendance results in academic termination automatically. When a published program, clinical-site, or licensing requirement sets a stricter attendance requirement, the student is held to that stricter requirement, and the written warning described above is issued at the point that requirement provides, before any termination.

Student communication explaining an absence or expressing an intention to return does not, by itself, constitute academic attendance.

This policy does not change the College's right, under the cancellation provisions on catalog page 101, to cancel a student's enrollment for nonattendance within the first 5 class days of a term.

A student terminated for failure to meet attendance requirements may return only by appealing through the Re-Admission after Dismissal process in the catalog.

# Attendance Determinations and Title IV Requirements

## Withdrawal Date

When a student ceases attendance, the College will determine and document the student's last date of academic attendance using reliable institutional records. The last date of academic attendance is the last date the student attended any course in the program. It is the student's withdrawal date, including when the College terminates a student under the attendance standard.

### *Non-Title IV Withdrawal Decisions*

For a student who is not a Title IV recipient, the College will decide no later than 21 calendar days after the last date of academic attendance, or earlier if the student notifies the College that they are withdrawing, whether the student has withdrawn, will be terminated, or may continue in enrollment. The College will permit a student to continue only if the student has met with the Program Chair or Designee by that date and agreed on a return date. The agreed return date may be no later than 45 days after the last date of academic attendance; a longer absence requires an approved leave of absence. If the student does not resume academic attendance by the agreed return date, the College will determine that the student has withdrawn. If the College determines that the student has withdrawn or terminates the student, the date of that decision is the date of determination.

### *Return to Attendance*

A student who has not been terminated or determined under Non-Title IV Withdrawal Decisions to have withdrawn and who resumes academic attendance, including a Title IV student whose aid withdrawal was already determined at 14 days, continues in enrollment. The day the student returns becomes the student’s new last date of academic attendance. Any earlier withdrawal date and date of determination remain on record. A student determined under Non-Title IV Withdrawal Decisions to have withdrawn may return only through Re-Admission after Withdrawal or Cancellation. A Title IV withdrawal determination does not by itself end academic enrollment. When a Title IV recipient returns, Financial Aid applies the reentry provisions of 34 CFR 668.22 to the withdrawal determination and any return of funds.

## Title IV Students

For a student who is a recipient of Title IV aid for the applicable payment period or period of enrollment, Orion Technical College will apply the withdrawal and Return of Title IV Funds requirements of 34 CFR 668.22.

Orion Technical College takes attendance. For a Title IV recipient, the withdrawal date is the student's last date of academic attendance, as documented by the College. The College will determine that the student has withdrawn (the date of determination) no later than 14 calendar days after the last date of academic attendance, as federal Title IV requirements provide, subject to applicable exceptions.

Continued academic enrollment, warnings, improvement plans, or permission to complete make-up work do not postpone required Title IV withdrawal determinations, calculations, or returns of funds.

## Students Using Department of Veterans Affairs Benefits

Students using Department of Veterans Affairs educational benefits are subject to the attendance and satisfactory-progress requirements approved for their program.

An absence that does not violate the applicable program or College attendance policy does not, by itself, constitute a reduction in certified enrollment. The School Certifying Official will report required enrollment changes and unsatisfactory attendance, progress, or conduct to the Department of Veterans Affairs within applicable timeframes, including reportable unsatisfactory conditions while a student continues training.

## Military Tuition Assistance and Other Sponsored Students

Students using Military Tuition Assistance, workforce funding, employer sponsorship, or other third-party educational assistance are subject to the academic requirements of their courses and any additional requirements established by the applicable sponsoring agreement.

When a student withdraws or otherwise changes enrollment, Orion Technical College will provide required information and return funds according to the applicable sponsoring-agency requirements.

## Student-Specific Attendance Requirements

### F-1 Students

F-1 students must maintain a full course of study, make normal academic progress, and comply with the course modality and attendance requirements applicable to their immigration status.

Attendance concerns that may affect F-1 status will be referred promptly to a Designated School Official. The DSO is responsible for determining whether a student has failed to maintain status and for completing required SEVIS reporting.

Permission from an instructor to submit late work, miss an activity, or make up coursework does not replace any authorization that must be provided by a DSO under federal immigration regulations.

### Articulation Pathway Students

Students completing an Orion Technical College course through an articulation pathway are subject to the attendance and academic-engagement requirements of that OTC course and program.

When coursework is delivered by a partner under an approved consortium or partnership agreement, the attendance standard in this policy applies, and the partner documents attendance and reports it to the College as required by the applicable agreement. Orion Technical College retains responsibility for the quality of the coursework and the achievement of program outcomes, regardless of any consortium or partnership agreement.

### Cash-Pay and Self-Pay Students

Return of Title IV Funds requirements and the Title IV 14-day withdrawal-determination timeframe apply only to Title IV recipients. Title IV recipient status is determined under federal requirements and includes students who received Title IV funds or met the applicable conditions for a late disbursement. Paying cash or not yet receiving aid does not, by itself, establish that a student is not a Title IV recipient.

## Accommodations and Leaves of Absence

Students who cannot meet an attendance requirement because of a disability, medical circumstance, military obligation, or other qualifying circumstance should contact the appropriate College office.

Reasonable accommodations and leaves of absence are evaluated through the College's established procedures. Individual instructors may provide reasonable course-level flexibility but may not independently approve an accommodation, leave of absence, reduced course load, or exception that requires institutional, DSO, Financial Aid, VA, sponsoring-agency, or program approval.

# Grading Scale

In a master’s degree program, a grade of D in a graduate course is included in the CGPA and in credits attempted but is not included in credits earned.

# Academic Deadline Adjustment

A student who cannot complete course requirements by the original course completion deadline may request an Academic Deadline Adjustment from the course instructor. The adjustment sets a revised deadline on or before the last day of the current term and does not change the student's enrollment, course load, program completion date, or attendance and participation requirements. Every adjustment requires approval by the Program Chair or Designee. Any exception to College policy requires approval by the Dean of Academic Affairs.

The final grade is posted when the remaining work is evaluated and no later than the end of the term. An Academic Deadline Adjustment is not an Incomplete (“I”) grade and does not waive any course requirement. Work not completed by the revised deadline is graded under the College's grading policy.

# Incomplete Grades

All course requirements are expected to be completed by the last day of the course, or by a revised deadline approved under the Academic Deadline Adjustment policy.

# Multiple Course Attempts

After a master’s degree student’s first grade below 2.0 (C) in a required graduate course, the College will notify the student by College email that a second grade below 2.0 (C) in that course, without an approved third attempt or an alternative course approved by the Dean of Academic Affairs, will result in academic dismissal from the program. The College will document the student’s receipt of the notice or its attempt to notify the student.

A master’s degree student who has been sent this notice, has not earned a grade of 2.0 (C) in a required graduate course after two attempts, and is not granted a third attempt or an alternative course approved by the Dean of Academic Affairs is academically dismissed from the program. A student who already has two grades below 2.0 (C) in a required graduate course on November 12, 2026 will be sent the notice before any dismissal decision and may request a third attempt or an alternative course.

A student dismissed under this policy may return only through Re-Admission after Dismissal.

# Leave of Absence Policy

A leave of absence must be requested in advance through a written, signed, and dated request that states the reason for the leave and its start and end dates. If unforeseen circumstances prevent an advance request, the College may approve the leave if it documents its decision and the circumstances and collects the signed request at a later date. The leave begins no earlier than the date the circumstances prevented attendance.

A leave of absence will be granted only when there is a reasonable expectation that the student will return. Before granting a leave of absence to a student who has received a Title IV loan, the College will explain the effects that failing to return may have on the student’s loan repayment terms, including the exhaustion of some or all of the grace period. A student returning from an approved leave of absence will be permitted to complete the coursework begun before the leave. If a leave of absence changes the student’s expected graduation date, the College will notify the student of the revised date by College email when the leave is approved.

A student on an approved leave of absence is not considered withdrawn. A student who does not return by the approved end date of the leave is considered withdrawn. The withdrawal date is the student’s last date of academic attendance before the leave began, and the date of determination is the earlier of the approved end date of the leave or the date the student notifies the College that they will not return.

# Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- Achieve the minimum CGPA required for graduation; or

- Complete required competencies and/or Externship; or
- Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

## Cumulative Grade Point Average (CGPA)

Successful completion of a course requires a grade of 1.0 (D). In a master's degree program, successful completion of a graduate course requires a grade of 2.0 (C). A grade below 2.0 (C) in a graduate course is not included in credits earned, and the student must repeat the course or complete an alternative course approved by the Dean of Academic Affairs, under the Multiple Course Attempts policy. The 2.0 (C) requirement for graduate courses applies to every student enrolled in a master's degree program, regardless of enrollment date.

## Treatment of Incomplete Grades in Satisfactory Academic Progress

Courses completed under an Academic Deadline Adjustment receive a final grade by the end of the term and are included at that term's evaluation point.

## Evaluation Points

For Graduate Programs, the minimum CGPA required at every evaluation point is 3.0. The Graduate Programs rows of the chart (30 credits, 45-credit maximum time frame) apply to the MSAI, MSBA, and MSCS programs. The MSN programs (33 credits) have a maximum time frame of 49.5 credits attempted and are evaluated at each evaluation point with a minimum CGPA of 3.0 and a minimum rate of progress of 50 percent through 15 credits attempted and 67 percent above 15 credits attempted.

## Academic Dismissal

If a student who is on Academic Probation fails to make SAP by the end of the term, they will be dismissed. This action may be appealed if the college determines the student will obtain the CGPA required for graduation by the end of the maximum time frame (1.5 times the normal program length).

If at any time the college determines that the student will not be able to obtain the CGPA required for graduation by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program. A student who has been academically dismissed may reapply and enroll in a different program. Only those courses that apply to the new program will be calculated in the Maximum Time Frame and the CGPA.

## Re-Admission after Withdrawal or Cancellation

A student wishing to return after withdrawal or cancellation may apply for re-admission by following the regular admission procedures. If the college determines that the student will not be able to obtain the CGPA required for graduation by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program.

# Dismissal of Student’s Training by College

Grounds for dismissal include failing grades, tuition or fee payment delinquencies, or failure to comply with College rules as described in the catalog. Attendance-related review, notification, and termination are governed by the Attendance Policy in this Addendum. Fourteen consecutive calendar days without attendance do not, by themselves, require academic withdrawal or dismissal. Any attendance-based termination follows the attendance standard and written warning process in that policy. The College will determine and document the student’s last date of academic attendance, withdrawal date, and date of determination, as applicable, using reliable institutional records and the requirements governing the student. Academic status does not postpone required withdrawal documentation, returns of funds, refunds, or enrollment reporting.

# Graduation Requirements

For students in master’s degree programs, regardless of enrollment date, the minimum CGPA required for graduation is 3.0 rather than 2.0. Only graduate courses in which the student earns a grade of 2.0 (C) or better count toward the credits required for graduation.

# Withdrawal of Training / Institutional Tuition Refund Policy

Institutional refunds are calculated from the student's last date of academic attendance, as defined in the Attendance Policy. Any refund due is paid within 45 days of the date of determination. Any refund due is also paid no later than 90 days after the withdrawal date or, for a student who does not return from an approved leave of absence, no later than 90 days after the date of determination.