**President’s Affidavit for Registration of Online Programs**

The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affirms and attests that

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Name of Institution

1. has not filed for bankruptcy;
2. will abide by the provisions for online education established by the Education Article, § 11-202.2, Annotated Code of Maryland and [COMAR 13B.05.01](http://www.mhec.state.md.us/higherEd/COMAR/COMAR_CH_05_Web.pdf) of the Code of Maryland Regulations;
3. will promptly notify the Maryland Higher Education Commission of all matters referenced in [COMAR 13B.05.01.11](http://www.mhec.state.md.us/higherEd/COMAR/COMAR_CH_05_Web.pdf);
4. a. shall provide a refund to any student who has completed 60% or less of a course, term, or program within the applicable billing period,
5. shall conform to §11–202.2.(d)(1) and (2) of the Annotated Code of Maryland, and to COMAR 13B.05.01.10, and
6. shall provide for refunds of tuition to Maryland students as provided above.

|  |  |
| --- | --- |
| Proportion of Total Course, Program, or Term  Completed as of  Date of Withdrawal or Termination | Tuition Refund |
| Less than 10% | 90% refund |
| 10% up to but not including 20% | 80% refund |
| 20% up to but not including 30% | 60% refund |
| 30% up to but not including 40% | 40% refund |
| 40% up to and including 60% | 20% refund |
| More than 60% | No refund |

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title

Subscribed and sworn to this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public