



**MHEC**  
Creating a state of achievement

Lawrence J. Hogan, Jr.  
Governor

Boyd K. Rutherford  
Lt. Governor

Anwer Hasan  
Chairman

James D. Fielder, Jr., Ph.D.  
Secretary

### 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](#) 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](#);
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,
  - b. shall conform to §11-202.2.(d)(1) and (2) of the Annotated Code of Maryland, and to COMAR 13B.05.01.10, and
  - c. 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Notary Public