

Refunds and Return of Federal Title IV Funds

Refund of Student Account Credit Balances

Federal law requires the college to automatically refund any credit balance from a student account that was created by Federal Title IV financial aid. (Title IV aid is Stafford Direct Loans, and PLUS Loans as well as Federal Supplemental Grants (SEOG), Pell, and TEACH grants.) A credit balance may remain on your account to be applied to the next semester charges if you indicate so in writing. However, this credit can only be held on account during the academic year in which the aid was awarded. You may withdraw this authorization at any time. Upon receipt of such notice in writing, the college will refund any excess back to you within 14 days.

Refund of Tuition for Classes Dropped

Starting with the first day of classes in each term, students are no longer able to change their course schedule on-line. All course changes, at that point, must be done in writing by the student using the Drop/Add Form available in the Student Service Center (Mullen 203). Note that the drop/add form requires the approval/signature from the student's academic advisor. Athletes need their academic advisor signature and the athletic Faculty Academic Representative (FAR) signature.

Students who are charged the full-time flat rate will not have any change in tuition if courses dropped or added remain between the full-time credit hour band of 12 to 18 credits. However, if flat rate students drop below 12 credits, the refund of tuition for the dropped class will follow the schedule below. The amount of the refund for the dropped class will be subtracted from your flat rate fee.

Tuition Refunds for those who are charged per credit hour rate.

Refunds for dropped classes are prorated during the first three weeks of the semester for most students. Following is the tuition refund schedule based on the number of days elapsed since the start of the term or class, and the weeks in the class you are enrolled in:

TUITION REFUND SCHEDULE

Calendar Days Elapsed since the start of the <u>class or term</u>	<u>Weeks in the Class</u>			
	15	10	7.5	5
1-7	100%	100%	100%	100%
8-14	75%	50%	50%	25%
15-21	50%	25%	25%	0%
Over 21	0%	0%	0%	0%

Room and board is refunded on a weekly pro-rata basis.

Return of Federal Title IV Funds for Complete Withdrawals

Any student who completely withdraws from the College and is a recipient of Federal Title IV Financial Aid is subject to the following policy regarding refund and repayment of those funds to the Department of Education.

- The amount of Federal Title IV Aid earned is based on the percentage of the semester completed. This is calculated by dividing the number of days the student attended classes by the number of days in the semester.
- Any student who withdraws on or before the 60% point in the semester will have to return or repay unearned Federal Title IV Financial Aid funds. A student who withdraws after the 60% point of the semester is considered to have earned 100% of their aid and will not have to return funds to the Federal Title IV Financial Aid Programs.
- A student's withdrawal date is determined to be:
 1. The date the student began the withdrawal process or notified the school of the intent to withdraw. Any student wishing to completely withdraw from the College must do so by contacting their Academic Advisor or the URSA Office, **or**
 2. The midpoint of the semester if the student fails to officially notify the college of the withdrawal, **or**
 3. If known, for students who fail to officially withdraw from the college, the last date of attendance at a documented academically related activity.
- Title IV Aid Funds will be returned to the programs in the order specified by federal guidelines.
 - A repayment to the Federal Title IV financial aid programs may be required by the student when cash has already been disbursed to the

student from financial aid funds in excess of the amount of aid earned during the term.

or

- A repayment to the College may be required by the student when cash has already been disbursed to the student from financial aid funds in excess of the amount of aid earned during the term and the College has elected to repay the Federal Title IV financial aid programs for the student.
- The student may receive a post-withdrawal disbursement for which the student was initially eligible if less aid was disbursed than was earned. The Financial Aid Office will notify the student and /or parent within 30 days of notification of withdrawal that these funds are available. The student and/or parent must request these late disbursements in writing to the Financial Aid Office.
- Institutional and State Aid refunds will be calculated by dividing the tuition and fees refunded from the original semester cost (see tuition refund chart above for percentages).

Download a guide to the [Federal Aid Refund Policy for Students Receiving Federal Assistance](#).