



## **REFUND POLICY AND REQUIREMENTS FOR WITHDRAWAL AND RETURN OF FEDERAL FINANCIAL AID**

### **Withdrawals**

If a student should find it impossible to continue in school, he or she should initiate withdrawal procedures by notifying the office staff in writing. The staff will assist the student in the procedures for completing formal withdrawal.

Students withdrawing from individual classes will receive a “W” on their transcripts if they withdraw by the third week of the school term and an “F” if the withdrawal occurs after the third week, unless there are mitigating circumstances or the institution permits the student to cancel his or her enrollment.

Students shall be considered to be enrolled in the College until: (a) the College receives written notification that the student desires to withdraw; (b) the student is terminated by the College; (c) the student fails to return to classes at the start of the next quarter; or (d) the student discontinues attendance with the intent not to return.

### **Refund and Cancellation Policy**

A. Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than the fifth calendar day after the first day of scheduled classes in the applicant’s first term in school. This cancellation provision applies **ONLY** to students in their **FIRST** term. Students who continue attending classes in second or subsequent school terms and then drop out or are dismissed are subject to the refund policy described in paragraph B below. Applicants who cancel their enrollment will be given a full refund of all monies paid for first term tuition and fees.

B. Refund: Students are charged tuition for each term during which they attend classes. State refund policy for programs organized on a credit hour basis; (a) A student who starts class and officially withdraws during the first calendar week of the semester shall be obligated for twenty-five percent of the tuition for the period plus the registration fee and the educational resource fee. (b) A student who officially withdraws during the second calendar week of the period shall be obligated for fifty percent of the tuition for that period plus the registration fee

and the educational resource fee. (c) A student who officially withdraws during the third calendar week of the period shall be obligated for seventy-five percent of the tuition for that period plus the registration fee and the educational resource fee. (d) A student who officially withdraws beginning with the fourth calendar week of the period will not be entitled to a refund of any portion of the tuition. Registration and other fees are non-refundable. Students are charged for the cost of their books on the last day of their attendance in class; however, the charge will be removed for students who return their books in good and usable condition within twenty (20) days. Students are not charged tuition for any term unless they attend classes during that term.

C. For purposes of computing the amount of refund due, if any, for students who discontinue attendance for any reason after enrollment and commencement of classes, the last date of attendance at the institution will be used in the computation of the student's refund.

D. This refund policy shall apply to all situations in which a student ceases attending classes prior to graduation whether such cessation is the result of the student's voluntary decision to withdraw, the expulsion of a student by the institution, or reasons beyond the control of either party.

E. Students receiving USDOE Title IV funds, who withdraw or are terminated from the institution and who are entitled to a return of Title IV funds, will have the funds returned to Title IV programs in the following order of priority\*:

**1.** Unsubsidized Federal Stafford loans **2.** Subsidized Federal Stafford loans **3.** Unsubsidized Federal Direct Stafford loans **4.** Subsidized Federal Direct Stafford loan **5.** Federal Perkins loans **6.** Federal PLUS loans received on behalf of the student **7.** Federal Direct PLUS loans received on behalf of the student **8.** Federal Pell Grants **9.** Federal SEOG funds **10.** Other grant or loan assistance authorized by Title IV of the HEA. **11.** Other Federal, State, private, or institutional student financial assistance. **12.** The student

Returns of Title IV aid will be distributed up to the amount due to each program, with the balance, if any, then going to the next program in order. The balance after all programs have been fully reimbursed, if any, will be paid to the student. \*If applicable program regulations require a different order of refund priority, the program regulations will govern and the order of refund priority will be modified accordingly.

F. Notifications of withdrawal or cancellation and requests for refund must be in writing and addressed to the campus Director; however, failure to make such written notification or requests shall not invalidate the student's rights under this contract to withdraw, cancel enrollment, or receive the refund to which the student would otherwise be entitled.

## Return of Federal Financial Aid

The Return of Title IV Funds Policy applies to every student receiving funds from the Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, and any Federal Student Loan program, including the PLUS loan.

Under the Return of Title IV Funds Policy, students need to be aware of the following:

1. A student earns federal funds based on the length of time he or she attended school.
2. A student cannot earn 100% of the federal funds to which he or she is entitled until he or she has completed more than 60% of the semester.
3. If a student withdraws from the College, the last day of attendance (LDA) determines the cut-off day for federal funds eligibility.
4. After the College determines the LDA, the College will determine the number of days the student attended as a percent of the total number of days in the semester.
5. The institutional charges incurred by a student do not factor into the amount of federal funds that a student has earned.

**[Example: A student that withdraws on the second day of the fourth week of a 16 week semester would owe the College for the entire semester (100%), but this student would have only earned 27% of the Federal Funds at this point. Therefore, the student would owe the College the remaining balance.]**

6. The College is not entitled to keep students' unearned federal funds. Unearned federal funds that have already been posted to a student's account must be returned to the Federal Government if a student withdraws before completing 60% of the semester.
7. Any student who needs to withdraw from the College must notify the Financial Aid Officer or Campus Director.