

# **REFUND POLICIES**

## **Course Cancellations**

If the College cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee.

## **Tuition, Laboratory and Studio Fees**

If you officially drop your course(s) prior to the 1st day of the semester you will receive a 100% refund of your tuition, laboratory and studio fees associated with the course(s) dropped.

If you officially drop your course(s) on the 1st day of the semester through the 14th calendar day of the semester you will receive a 50% refund of your tuition, laboratory and studio fees associated with the course(s) dropped.

If you officially drop your course(s) on the 15th calendar day of the semester or later NO REFUND shall be granted.

## **College Services Fees, Student Activity Fees, Clinical Fees and other Special Fees**

Not refundable.

## **Extension Fees (includes: Summer Sessions, extension fund credit and non-credit courses)**

If you officially drop on the last business day before the first class meeting or prior, you will receive 100% refund of associated extension fee. Requests must be made by 4:30 p.m. before the session begins. If you officially drop or withdraw once the session begins, no refund shall be granted.

**Note:** Refund policies assume that all charges have been paid in full prior to the drop. In some cases, an account adjustment may not entitle you to an actual refund.

## **REPAYMENT OF FEDERAL TITLE IV STUDENT FINANCIAL AID**

Recipients of Federal Title IV student financial aid funds (PELL and SEOG Grants and Federal Direct Student and PLUS Loans) who completely withdraw from all semester credit-bearing courses either at one time or incrementally over the semester, will have their award eligibility recalculated according to Federal Title IV Regulation formula. Students who have not earned any credit after an academic term, but who have not officially withdrawn are considered unofficially withdrawn and must have their eligibility for Federal Title IV aid recalculated.

Recipients, based on how long they remain enrolled (attending classes) in semester course work, earn Federal Title IV semester aid awards. A pro-rata award adjustment is made up until a recipient has been enrolled for more than 60% of the semester. Recipients who remain enrolled beyond the 60% point have earned their entire semester's aid award. For example, a recipient who withdraws from college after 3 weeks time in a 15 week semester will have earned 3/15th or 20% of his/her federal financial aid award. If the recipient had a \$1,000 award, he or she would be eligible to receive \$200 ( $\$1,000 \times 20\%$ ). The balance of the award, or \$800, must be refunded or repaid by the College and recipient to the federal funds from which it came. In another example, a recipient who withdraws from the College after 12 weeks time will have earned 12/15th or 80% of his or her federal financial aid award. This recipient would have earned 100% of his or her \$1000 award since the enrollment exceeded the 60% point of the semester. The College and the recipient then would not have to refund or repay any federal award funds after remaining in classes beyond the 60% threshold.

Award eligibility is actually calculated using days, not weeks, as was done in the examples above. Also, the College is responsible for returning a portion of the unearned funds equal to the lesser of College charges multiplied by the unearned percentage of student funds, or the entire amount of unearned funds. If the College is not required to repay the entire amount of unearned funds then the recipient must repay the remaining unearned amount. The College will notify recipients in writing who have an obligation to repay Federal Title IV funds.

Unearned Title IV funds should be repaid to the College within 45 days. After 45 days, the College will provide recipients with instructions to develop a repayment plan with the U.S. Department of Education. After 45 days, a student with a balance still owed will lose eligibility for Federal Title IV financial assistance to attend any college. Be aware that if the College has to return unearned award funds to the U.S. Department of

Education, this repayment would result in a student owing the College for unpaid college charges.