



## **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**

The following refund policy shall apply to students at the College's campuses:

- A. Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than five school days after the start 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 class. A student who begins classes and then withdraws, or is terminated, prior to the end of a term will receive a refund of tuition for that term in accordance with the standards described

below. (1) For a student withdrawing from school during the first week of the term, the tuition charges refunded by the college shall be 75% of the tuition of the term. (2) For a student withdrawing from school during the second week of the term, the tuition charges refunded by the college shall be 50% of the tuition for the term. (3) For a student withdrawing from school during the third week of the term, the tuition charges refunded by the college shall be 25% of the tuition for the term. (4) For a student withdrawing from school during or after the fourth week of the term, the student is entitled to no refund. (5) The refund shall apply only to that term (the term in which the student discontinued attendance prior to the end of the term); tuition and fees for all prior terms have been earned and are not subject to refund. Refunds will be made only of tuition actually charged, received, and retained by the college. The college will retain tuition equal to the tuition charged for the term, less the refund as calculated in this policy. (6) Refunds will be made to the program, public or private entity or student as described elsewhere in this policy, and in accordance with the rules of any financial assistance program from which the student received aid. Registration and other fees and or charges are not 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 useable condition within five (5) days.

- 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 date of withdrawal from the College 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 the student by the College, or reasons beyond the control of either party.
- E. Notifications of withdrawal of 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.
- F. Students receiving USDOE Title IV funds, who withdraw or are terminated from the college 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 loans;
  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. Academic

Competitiveness Grants; 10. Federal SEOG funds; 11. Other grant or loan assistance authorized by Title IV of the HEA; 12. To the student's credit against any debt owed the college, and if none, to 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. \*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.

### **Return of Federal Financial Aid**

- G. Federal Return of Title IV Funds Policy – 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 quarter.
  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 quarter.
  5. The institutional charges incurred by a student do not factor into the amount of federal funds that a student has earned.
  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 quarter.
  7. Any student who needs to withdraw from the College must notify the Financial Aid Officer or Campus Director.