

### **Refunds of Room and Board**

When a student moves out of the residence hall during a term for which the student has been charged, a pro-rated refund of room and board charges will be made through the first eight weeks, based on the whole number of weeks remaining in the semester.

### **Refund of Credit Balances**

A student's account reflects charges and fees, as well as payments and financial aid. When there is an excess of credit amounts greater than the debit amounts, a credit balance exists.

A federal credit balance (or Title IV credit balance) exists when the total amount of Title IV federal student aid exceeds the allowable charges for the semester.

When a credit balance exists on a student account, the student is eligible for a credit balance refund check. A refund check will only be issued after all grant or loan funds have been received and processed by the Financial Aid Office and the Business Office. An automatic refund will be issued if the credit balance results from the total amount of federal aid exceeding the allowable charges.

To otherwise receive a refund, a student check request form will need to be submitted to the Business Office each semester. This form can be submitted from the student portal. Refunds will begin to be available after the first 10 days of class and will be issued weekly.

If a credit balance exists on the student account when the student leaves the institution, the balance will be refunded to the student.

### **Withdrawal as a Degree Seeking Student**

When a student registers, the institution assumes full-year enrollment, provides facilities, and executes contracts to provide for the student for the entire year. A student is considered to have withdrawn when he/she drops all classes enrolled for a semester or ceases attendance in a semester. If a student ceases attendance from all courses registered for the semester, then a withdrawal calculation must be done. If a student attends a course at all, or accepts the Course Evaluation Assessment (CEA) online, that constitutes as attendance, and the course will be charged.

Withdrawal calculations are made in accordance with Department of Education regulations, regardless of whether the student has federal financial aid. The withdrawal dates varies, depending on the date of notice and the attendance of the semester. There are federal guidelines that must be followed in determining the withdrawal date. Tuition, fees, room and board charges, as well as the financial aid, will be pro-rated accordingly. If applicable, the amount of Title IV and other financial aid will be adjusted based on the withdrawal calculation. There is a \$100 administrative withdrawal fee.

Upon completion of the withdrawal calculation, a copy will be sent to the student with either a bill or a check, depending on the outcome of the calculation of the student account.

There are two formulas which may be applied:

**1. The Return of Title IV Funds**

**2. The Return of Institutional, State and Outside Funds**

- a. Calculated as a secondary formula for those who have Title IV funds
- b. Calculated as the primary formula for those who do not have Title IV funds

**1. Return of Title IV Funds (34CFR parts 668 and 682)**

(A copy of the calculation form may be obtained from the Business Office for review.)

- a. Determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the period that the student completed. Use calendar days and exclude scheduled breaks of at least 5 days in length. Beyond 60%, there will be no recalculation of charges or refunds and the student will be charged for the entire semester.

$$\frac{\text{Days completed in period}}{\text{Total days in period}} = \% \text{ of period completed}$$

- b. Determine the amount of earned Title IV aid by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student.

$$(\% \text{ of period completed}) \times (\text{Title IV aid that was or could have been disbursed}) = \text{Earned Aid}$$

- c. Determine the amount of unearned Title IV aid by subtracting the earned aid from awarded Title IV aid (disbursed or could have been disbursed, excluding Federal Work Study). The difference is the amount of Title IV money that must be returned.

$$(\text{Awarded Aid}) - (\text{Earned Aid}) = \text{Amount of Unearned Aid (Title IV \$ returned)}$$

- d. Distribute responsibility for returning unearned aid between the school and the student. (Any portion of the student's share that is allocated to a loan program is repaid under the terms and conditions of the loan as specified in the promissory note.)

- e. Allocate unearned aid back to the Title IV programs. Unearned funds are allocated to the Title IV programs from which the student received assistance, in the following order:

- i. Unsubsidized Federal Direct Loan
- ii. Subsidized Federal Direct Loan
- iii. Federal Perkins Loan
- iv. Federal Plus Loan
- v. Federal Pell Grant
- vi. Federal SEOG Grant
- vii. Federal TEACH Grant
- viii. Other Title IV Grant or loan assistance if applicable

2. **Return of Institutional, Outside and State Grant Funds**

- a. Determine the percentage of the period that the student completed  
$$\frac{\text{Days completed in period}}{\text{Total days in period}} = \% \text{ of period completed}$$
- b. Determine the total charges for the payment period by multiplying the percentage of period completed by the total amount of institutional charges (i.e. tuition, fees, and room and board)  
$$(\% \text{ of period completed}) \times (\text{institutional charges}) = \text{Pro-rata charge for period completed}$$
  - i. This will be the charge used for the remaining calculations if the student had no Title IV aid.
  - ii. If the student had Title IV aid, the amount used for this calculation will be the charge from the calculation above minus the Title IV aid which can be retained as a credit to the student account.
- c. Deduct the administrative fee of \$100.00 from the pro-rata charge used in the above calculation.
- d. Determine the amount of earned non-federal aid by applying the earned percentage (step 1 above) to the total amount of Institutional, Outside, and State Grant Funds that were or could have been disbursed to the student.  
$$(\% \text{ of period completed}) \times (\text{Non-Federal Aid that was/could have been disbursed}) = \text{Earned Non-Financial Aid}$$
- e. Determine the amount of unearned aid by subtracting the earned aid from aid that was already or could have been disbursed.
- f. Allocate unearned aid back to other programs in the following order:
  - i. Institutional Grants and Scholarships
  - ii. Outside or Private Loans
  - iii. Outside or Private Grants or Scholarships
  - iv. State Grants
- g. Determine the amount the student must pay for the percentage of the payment period completed:  
$$\begin{array}{r} \$ \text{ Pro Rata Charge for period completed} \\ \quad (\text{less } \$100 \text{ administrative fee}) \\ \text{minus } \$ \text{ Earned Title IV aid (if applicable)} \\ \text{minus } \$ \text{ Earned other aid} \\ \text{equals } \$ \text{ Owed by the student} \end{array}$$
- h. Compare the amount owed by the student with the amount actually paid. Either refund to or collect from the student to satisfy charges for the payment period.

After the withdrawal calculations have been completed, a final account statement and a copy of the calculation will be mailed to the student. If this results in a credit balance, a check will be mailed as well.