Financial Aid Refund and Repayment Policy

Refunds

The Higher Education Act of 1998, Public Law 105-244, substantially changed the way funds paid toward a student's education are managed should the student, as a recipient of federal financial aid, withdraw from school. If a student who was awarded financial aid withdraws from school, he/she is eligible for the "institutionally-determined-refund" that remains after the immediate repayment of the financial aid award to the Office of Financial Aid & Scholarships (please see the Expenses Section of this catalog). This policy also applies to students on whose behalf a parent has borrowed a Title IV loan. Refunds are returned to the programs that awarded the student aid. In the case of federal funds, a statutory schedule is used to determine the amount of Federal Financial Aid that has been earned based on the period the student was in attendance. Up through the 60% point, in each payment period of enrollment, a pro rata schedule is used to determine how much Federal Financial Aid the student will receive. After the 60% point in the payment period of enrollment, a student has earned 100% of the federal funds awarded for the period.

The percentage earned will be calculated based on the following schedule:

Week 1	6 percent	Week 7	43 percent
Week 2	12 percent	Week 8	50 percent
Week 3	18 percent	Week 9	56 percent
Week 4	25 percent	Week 10	60 percent
Week 5	31 percent	Week 11-16	100 percent
Week 6	37 percent		

For example, if a student has received $1,000 in Federal Financial Aid and withdraws within the first week of classes, that student will receive 6 percent ($60) of the aid award applied to total charges. The remaining $940 will be returned to the Federal Financial Aid programs in the following order:

- Unsubsidized Student Loans
- Subsidized Student Loans
- Perkins Loans
- PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Other Assistance under Title IV

The refund and repayment provisions mandated by the Federal government for Federal Aid Recipients apply when a student receives financial aid funds and withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged. The refund and repayment requirements DO NOT APPLY to a student who:

• Withdraws, drops out, or is expelled before his or her first day of class, or
• Withdraws from some classes, but continues to be enrolled in other classes, or
• Does not receive funds for the period in question. (Students whose parents received a PLUS Loan are considered to have received funds and fall under the stated refund and repayment requirements.)

Repayments

If a student's non-instructional educational expenses (allowances as prescribed below) incurred up to the time of withdrawal exceed the amount of cash disbursement, the student does not owe a repayment. If cash disbursed exceeds the non-instructional costs of education incurred up to the time of withdrawal, the student does owe a repayment. This repayment is the difference between costs incurred and the actual cash refund received. Non-instructional expenses are determined by calculating the percentage of room, board, books, supplies, travel, and personal expenses incurred during the portion of the term a student is enrolled. Off-campus board and personal expenses are prorated on a weekly basis. There is no proration of on-campus room charges. A percentage of books, supplies, and travel costs is allowed based on length of enrollment.

Student aid accounts to be refunded and repaid

Once the amounts to be refunded and/or repaid are determined, the aid programs from which the student received funds will be reimbursed in the following order:

• Federal Direct/Stafford loans
• Federal PLUS loans received on behalf of the student
• Federal Perkins loans
• Federal Pell Grants
• Federal SEOG Grants
• Other Title IV programs
• Federal, state, private, or institutional student financial assistance received by the student for which refunds are required
• The student