



## **REFUND POLICY**

### *Withdrawal Before Classes Begin*

Tuition and fees is refunded in full if registration is cancelled prior to attending classes. The enrollment deposit is nonrefundable unless the student is unable to attend due to an unsatisfactory physical, per admission policy.

### *Treatment of Title IV Federal Funds When a Student Withdraws*

A student wishing to withdraw must submit a written request identifying the reason for withdrawal. A meeting will then be scheduled with the Student's Advisor or Dean.

Per federal regulations, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds disbursed.

In accordance with federal regulations, a school must return Title IV funds to the programs from which a student received aid during the payment period or period of enrollment as applicable, in the following order; up to the net amount disbursed from each source:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Academic Competitiveness Grant
- Other assistance under this Title for which a return of funds is required
- Other federal, state, private, or institutional sources of aid
- The student

All fees are non-refundable. (The enrollment deposit may be refunded if the student is unable to attend due to an unsatisfactory physical, per admission policy.) Tuition is recalculated based on the percentage from the R2T4 calculation through the 60 percent point of each term for recipients of Title IV aid only.

### *Tuition Recalculation When a Student Withdraws*

Students who receive **no** Title IV federal financial aid are subject to the following refund polices:

	<b><u>FLHCON Tuition Refund</u></b> (only for students who receive no federal student aid)
Percentage	Period of Attendance
75%	1 day through end of first week of semester
50%	1 week and 1 day through end of second week of semester
25%	2 weeks and 1 day through end of third week of semester
0%	withdrawal after end of third week of semester

	<b><u>MSWSPN Tuition Refund</u></b> (only for students who receive no federal student aid)
Percentage	Period of Attendance
75%	1 day through end of first week of trimester
50%	1 week through end of second week of trimester
25%	2 weeks through end of third week of trimester
0%	Withdrawal after the end of the third week of trimester

All fees are non-refundable. (The acceptance fee may be refunded if the student is unable to attend due to an unsatisfactory physical, per admission policy.)

### *Refund Checks*

The Student Services Coordinator will automatically process a refund check whenever there is a credit balance on the student's account unless the students Title IV authorization indicates otherwise. Payments, including financial aid, are applied to the student's account until current term charges are paid in full. Overpayments will be refunded to the student by check.

Provided all required paperwork is complete, financial aid awards are disbursed to the student's account on the first day of each term. Students with Title IV credit balances will be issued refund checks within 7 days of the start of classes to assist them in obtaining books and supplies and covering additional educational related expenses. Subsequent disbursements that create a credit on the students account will be refunded to the student within 14 days of disbursement.