

REFUND POLICY



Refund policy

Refunds are based on the date a student begins the official withdrawal process or provides official notification to the Student Services Office of his or her intent to withdraw. To receive 100% credit for complete withdrawal, notice must be received by the Director of Student Services on or before the first day of the semester. Withdrawal credit is given as indicated in the chart below:

Refund/Credit Policy (for complete withdrawals)

| <u>Withdrawal Date</u> | <u>Withdrawal Credit</u> |
|--|--------------------------|
| Through 1 st day of semester | 100% |
| During week 1 | 95% |
| During week 2 | 75% |
| During week 3 | 50% |
| During week 4 | 25% |
| After week 4 | 0% |
| There is no refund for individual classes dropped. | |

The refund credit is calculated on total semester tuition cost; therefore, it is probable when withdrawing to have an outstanding balance due to the College of Law after the withdrawal is processed. Refund calculation schedule and sample calculations may be obtained from the Student Finance/Student Accounts Office.

Students who received federal financial aid (i.e. student loans) are also subject to the additional Return of the Title IV Funds policy listed below.

Return of non-federal financial assistance.

Institutional scholarships and other non-federal funds are applied at the same rate as the withdrawal credit percentage.

Appeal process.

An appeal process exists for students who feel individual circumstances warrant an exception from the published College of Law refund policy. A student may submit a written petition, with documentation of the "special circumstances" to the Student Finance Office. Petitions may be approved unconditionally, approved "with condition(s)", or denied. The petitioner will be notified of the final decision in writing.

Return of Title IV Funds

"Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for

which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.”¹

When a student withdraws on or before the 60% point in the semester, a **pro-rata schedule** is used to determine how much financial aid the student has earned at the time of withdrawal. After this point, no federal return is applicable. The funds credited for the semester for which a return of funds is required must be returned in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans).
- Subsidized Direct Stafford loans.
- Federal Perkins loans.
- Federal PLUS loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.
- Academic Competitiveness Grants for which a return of funds is required.
- National SMART Grants for which a return of funds is required.
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
- Federal TEACH Grants for which a Return is required.
- Iraq and Afghanistan

Because the federal Return of Title IV calculation is in addition to the College of Law policy, federal aid students who withdraw from the semester may owe (highly likely) a balance to the College of Law after this calculation is done and funds are returned to the federal programs!

¹ 2011-2012 Federal Student Aid Handbook, Volume 5, Chapter 2