

# OFFICE OF THE BURSAR

## REFUNDS DUE TO WITHDRAWAL FROM THE UNIVERSITY

Students who withdraw during the first 60% of the enrollment period are subject to the return of Title IV refund calculations as stated in Section 668.22 of the student assistance general provisions regulations for Title IV Financial Aid. These procedures became effective Fall Semester of 2000. The Office of the Bursar will calculate and process refunds based on the number of days a student attends classes for each enrollment period. The last day of attendance is determined by the instructor and certified by the Office of the Registrar.

Any student who withdraws officially or unofficially from the University before 60% of the enrollment period may be eligible for a refund of institutional charges based on the information and schedule below. Institutional charges include tuition, room and board, computer usage fee, and student health insurance. The University **will not** refund financial aid disbursed to a student's account that created a credit balance that was paid to the student for non-campus living expenses, books and supplies. Non-institutional charges such as identification card, property insurance, and book vouchers are not subject to refund or pro-ration.

The Office of the Bursar will calculate the refund amount due, if applicable, upon receipt of the withdrawal notice from the Office of the Registrar. All appropriate refunds will be forwarded to the appropriate agency or student in the following order:

1. Unsubsidized Federal Direct and Stafford Loan Program
2. Subsidized Federal Direct and Stafford Loan Program
3. Federal Direct Parent PLUS Loan Program
4. Federal Perkins Loan Program
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other Federal, State, Private or University Assistance Programs
9. Student

### Schedule of Refund

Refunds of institutional charges are based on the following calculation (up to 60% of the enrollment period):

$$\frac{\text{Number of days attended during the enrollment period}}{\text{Number of days in enrollment period}} = \% \text{ of period completed and the amount of aid earned}$$

The number of days attended in the enrollment period is determined by the last date of attendance as reported by the class instructor and certified by the Office of the Registrar. The number of days in the enrollment period will vary from semester to semester. Any break that is 5 days long, including weekends, will be excluded from the calculation.

The percentage of the period completed is used to determine the percentage of the refund due on Title IV aid and institutional charges. Non-institutional charges are assessed at 100% on the first day of classes.