

## Online Program Refund Policy

Students enrolled in the online program who withdraw from the College prior to the sixth day of classes will receive a 100% refund of tuition and fees. Students enrolled in the online program who withdraw after the fifth day of classes will not receive a refund of tuition and fees.

Federal financial aid will be calculated based on the U.S. Department of Education regulations. The refunds will be mailed to the student's billing address.

If a student leaves the College at any time after entrance without the approval of the Provost and the Vice President for Business Affairs, or because of suspension or dismissal, no tuition is refunded.

### **R2T4**

*A student's federal financial aid eligibility (including Federal Pell Grant, SEOG, Perkins Loan, Direct Stafford Loan and Direct PLUS loan) is recalculated if the student withdraws, drops out, is dismissed or takes a leave of absence prior to completing 60 percent of a semester. The amount of the Title IV Aid earned by the student is based on the percent of earned aid using the following formula: 'percent earned' equals the number of days completed up to the 'withdrawal date' divided by total days in the period of enrollment. The 'withdrawal date' is defined as the actual date the student began the College's withdrawal process, the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notifying the College. Federal financial aid is then returned to the federal government based on the percent of the unearned aid using the following formula: The aid to be returned equals 100 percent minus the 'percent earned' (see above), times the amount of aid disbursed toward institutional charges. When the student owes funds to the College due to federal aid being returned, the student should contact Student Financial Services to make arrangements to pay the balance.*

*Students who pay tuition on an installment basis through Nelnet and who withdraw before the account is paid in full are not relieved from payment of the amount due, but will be credited according to the previous table.*

*Notwithstanding the provisions of the College's refund policies, if any disciplinary action results in the suspension or expulsion of a student from the College, the College may not refund the student's tuition and fees.*