



## Charge Reduction Policy

College registration is considered a contract binding the student for charges for the entire semester. However, if it becomes necessary for a student to officially withdraw from school, the following actions must be taken. Students must complete and return a withdrawal form to the Registrar's Office to be officially withdrawn. If a student is unable to withdraw in person, they may do so by notifying the Registrar's Office and the Office of Student Affairs in writing. The withdrawal date is defined as follows:

(1) IN GENERAL- In this section, the term 'day the student withdrew' --

(A) is the date that the institution determines--

- (i) the student began the withdrawal process prescribed by the institution;
- (ii) the student otherwise provided official notification to the institution of the intent to withdraw; or
- (iii) in the case of a student who does not begin the withdrawal process or otherwise notify the institution of the intent to withdraw, the date that is the mid-point of the payment period for which assistance under this title was disbursed or a later date documented by the institution; or

(2) SPECIAL RULE- Notwithstanding paragraph (1), if the institution determines that a student did not begin the withdrawal process, or otherwise notify the institution of the intent to withdraw, due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the institution may determine the appropriate withdrawal date.

### **Complete Withdrawal from School**

Reductions will be computed on total charges for tuition, room, and board. There will be no reductions of student fees of any type, including course fees after the first day of class. Students are expected to vacate the residence halls immediately upon withdrawal from College. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges. Full-time students who withdraw from individual classes after the drop/add period will receive no charge reduction.

### **Fall & Spring Semester**

For a student who formally withdraws from College during the fall and spring semester, the semester's tuition, room, and board charges will be reduced in accordance with the following schedule:

- Within 5 calendar days of scheduled semester start date -90 percent charge reduction;
- Within 10 calendar days of scheduled semester start date – 75 percent charge reduction;
- Within 22 calendar days of scheduled semester start date – 50 percent charge reduction;
- Within 30 calendar days of scheduled semester start date – 25 percent charge reduction;
- After 31 calendar days of the scheduled semester start date – **no** charge reduction will be granted.

### **3 Week Summer and May-Term Session**

For a student who formally withdraws from a class or the College during a 3 week summer or May-Term session, the session's tuition, room, and board charges will be reduced in accordance with the following schedule, **if you were billed for that term**. Summer room rates are charged by the week. There will be no refunds for partial week room charges.

- Within 3 calendar days of scheduled session start date -75 percent charge reduction;
- Within 6 calendar days of scheduled session start date – 50 percent charge reduction;
- Within 10 calendar days of scheduled session start date – 25 percent charge reduction;
- After 10 calendar days of the scheduled session start date – **no** charge reduction will be granted.

### **5 Week or Longer Summer Session**

For a student who formally withdraws from College during a 5 week or longer summer session, the session's tuition charges will be reduced in accordance with the following schedule: Summer room rates are charged by the week. There will be no refunds for partial week room charges.

- Within 7 calendar days of scheduled session start date -75 percent charge reduction;
- Within 14 calendar days of scheduled session start date – 50 percent charge reduction;
- Within 21 calendar days of scheduled session start date – 25 percent charge reduction;
- After 21 calendar days of the scheduled session start date – **no** charge reduction will be granted.

Summer room rates are charged by the week. There will be no refunds for partial week room charges. There are no board meal plans offered in the summer.

No reduction of charges will be granted to a student suspended or expelled for disciplinary reasons.

When a student withdraws from school, and has received federal student aid for the semester, the Title IV awards will be recalculated in accordance with the "Return of Title IV Funds" federal regulations. State, Institutional and Non-Institutional financial aid will be refunded based on the charge reduction schedule listed above. After 30 calendar days of the scheduled semester start date, there will be no pro-rated State, Institutional, or Non-Institutional financial aid reductions. A copy of the policy is available in the Financial Aid Office upon request. Complete withdrawal from school may cause a balance due on the student's account. Leaving the College without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

### **Academy Online Courses**

The online courses offered through the Academy are currently priced the same as summer school courses. Payment in full is due three business days before the first class. Courses will be dropped if payment is not received by this date. Additionally, no tuition refunds will be provided after attending the first class. Students enrolled in Academy courses who are withdrawn after the drop date are not eligible for a refund.

### **Approved Medical Withdrawals**

Reductions will be computed on total charges for tuition, room, and board. There will be no reductions of student fees of any type. Students are expected to vacate the residence halls immediately upon withdrawal from College. Full-time students who withdraw from individual

classes after the drop/add period will receive no charge reduction.

For purposes of interpreting this policy, the pro-rata charge reduction percentage is determined by the Federal Financial Aid policy and the percentage is calculated by the Business Office based on the withdrawal date. No charge reduction will be given after the 60% period of enrollment for the semester or term.

When a student's charges are reduced, Federal, State, Institutional and Non-Institutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the Financial Aid Office for current regulations concerning these programs. Complete withdrawal from school may cause a balance due on the student's account. Leaving the College without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

### **Students Moving Off-Campus**

If a student is approved to leave College housing after the census date, the room charge will be pro-rated to reflect the number of days the student used the room. Once students have been approved to move off campus by the Vice President & Dean of Students, the office of Residence Life will provide student notification of approval to move off campus. The Office of Residence Life will notify the Bursar of the official approval date. The Bursar will pro-rate the charges based on the number of days the student lived in the residence hall. In addition, the student's institutional financial aid will be pro-rated to match the number of days the student lived in a residence hall.

Please refer back to the **Fall and Spring Semester Reduction Rates** for the charge reduction percentages. There will be **NO** refunds for room changes after 30 days from the start of classes.

Meal Plan change requests are not accepted after the census date, which is 10 days after classes begin. If there is an extraordinary circumstance in which a student needs to request a meal plan change or refunds after that date, they must do so in writing. Any change after the census date will require approval from the Vice President For Finance. These refund requests are handled on a case by case basis and typically cannot be approved without appropriate documentation from the student as to why the refund is being requested. Plus, Extra, or Extra Plus Flex Dollars will not be refunded or reduced at any time.

Revised April 4, 2024