

CHAPTER 5	SECTION 4P	TITLE TUITION/FEE REFUNDS	HISTORY		
			Adopted 2018	Campus Forum 2018	Reviewed 2018
			Revised 2018		Next Review 2021

PROCEDURE

Quarterly Payment Schedule

Student fees are due by the quarterly drop dates which are approximately two (2) weeks prior to the start of each quarter. Students registering after the drop date must pay within two business days of registration.

Drop for non-payment of tuition and fees

Students with outstanding balances as of the quarterly drop date will be withdrawn and notified by letter.

Exceptions – Exceptions for extenuating circumstances require approval by the Vice Presidents for Finance and Administration or Student Success.

REFUNDS

Refunds for financial aid recipients who do not receive Title IV aid will be issued in accordance with the College's refund policy as stated on the college catalog. For all other refunds, follow the policy and procedure in Chapter 3.22.

RETURN OF TITLE IV AID

Students who receive Title IV aid (Federal Pell, Federal EOG, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS), Washington State Need Grant and /or Washington College Bound Scholarships and withdraw from school are subject to the Return of Title IV aid regulations (Federal and state law require that a student must "earn" the aid that they receive). When a student withdraws from school, the college is required to determine the amount "earned" student aid using the Department of Education Return to Title IV and/or Washington Student Achievement Council calculations. This calculation is based on the number of credits the student attended divided by the number of credits for which the aid was disbursed if the student completes 61% or more of the credits attempted, it is determined that all aid has been earned. If a student completes less than 61% of the credits attempted in a given payment period, the earned and unearned portion will be calculated.

The "unearned" portion of the tuition will be returned to the appropriate Title IV program. The college will then bill the student for the amount of tuition that was returned in excess of the college's refund policy. The "unearned" portion of the aid that was

disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter for federal aid and will be given 45 days to make the repayment. For Washington State aid, the student will be referred directly to the Washington Student Achievement Council. The student will be ineligible for further Title IV aid and Washington state aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education and/or the Washington Student Achievement Council.


Repayment of Washington State Need Grant and/or College Bound Scholarship aid is also calculated for any student completing less than 61% of the payment period.

It is extremely important to work with the Student Aid and Scholarships Office if a student must withdraw from college. Withdrawing before completing 61% of the payment period can have a significant financial impact on the student.

Distribution of Refunds, Repayments, and Return of Title IV Funds

Funds will be returned/refunded in the following order:

- Federal Direct Stafford Loan Programs
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Washington State Need Grant
- Other Programs providing aid
- The student

APPROVAL:	
By: 	Date: <u>5/15/18</u>
Vice President signature	