

# Treasure Valley Community College

Code: DMA  
Adopted: 10/19/99  
Readopted: 10/14/09; 3/30/10; 9/20/16  
Orig. Code: AR 300-7; AR 300-7A;  
AR 300-35; AR 900-2

## Refunds of Institutional Charges and Financial Aid

In the event that a student who has incurred charges by registering for classes or otherwise withdraws, drops out, is expelled from the institution or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged, the following policy applies.

**Please note:** “Scheduled instruction” begins on the first day of the quarter as published in the quarterly class schedule or academic calendar and does **not** refer to the first day an individual class is scheduled to meet.

### Institutional Charges

The student may be entitled to a refund of institutional charges if:

1. The student is dropping/withdrawing any or all classes during the first 10 days of scheduled instruction in the term for which he or she was charged, (prorated to eight days of scheduled instruction in summer quarters) **and** the student has notified the College of his or her total withdrawal by completing official withdrawal processes.

Institutional charges will be refunded at 100 percent during the first 10 days of scheduled instruction (eight in summer quarters), 0 percent thereafter.

2. The student is dropping/withdrawing from a late-start class that has not yet met according to the quarterly class schedule **and** the student has notified the College of his or her total withdrawal by completing official withdrawal processes.

Institutional charges will be refunded at 100 percent.

In all cases, students must notify College student services/registration staff by completing official add/drop forms/web forms or complete withdrawal procedures.

### Financial Aid

Students who have received financial assistance through federal, state, institutional or other sources (including third-party agencies) may be required to return a portion or all of the financial assistance received for the term in which the class or classes were dropped or a total withdrawal occurred to the funding source as directed by the source’s regulations and guidelines. (See Board policy DMAA - Student Assistance Financial Format and DMAA-AR)

**This policy applies only to eligible U.S. and eligible non-U.S. citizens receiving Title IV funds.**

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Federal student aid at the College includes Federal Stafford Loan (subsidized and unsubsidized), Parent Plus Loans, Pell Grant and Supplemental Educational Opportunity Grant (FSEOG).

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week.

Once 60 percent of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

If the student withdraws from all his/her courses prior to completing over 60 percent of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal.

A student's withdrawal date is:

1. Official Withdrawal:
  - a. The date he/she officially withdrew with the Office of the Registrar; or
  - b. The date the student died, if the student passed away during the term.
2. Unofficial Withdrawal:
  - a. The latest date the financial aid office can verify academic activity with the student's instructor; or
  - b. The midpoint of the payment period.

The Financial Aid office determines the return of Title IV funds percentage using the "R2T4 on the Web Tool" from the Department of Education. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program, notify the student of funds returned to the Department of Education and charge the student's account appropriately.

Regulations require schools to perform calculations within 45 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation.

Institutional and Student Responsibility in Regard to the Federal Return of Title IV Funds.

The Financial Aid office's responsibilities in regard to the Return of Title IV funds policy include:

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
3. Informing the student of the result of the Return of Title IV Funds calculation and any balance owed to the College as a result of a required return of funds;

4. Returning any unearned Title IV aid that is due to the Title IV programs;
5. Notifying student and /or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable.

The student's responsibilities in regard to the Return of Title IV Funds policy include:

1. Becoming familiar with the Return of Title IV Funds policy and how withdrawing from all courses affects eligibility for Title IV aid;
2. Inform in a timely fashion, in writing or by email to the Financial Aid Office at *finaid@tvcc.cc* of any withdrawal occurring during a semester;
3. Resolving any outstanding balance owed to the College resulting from a required return of unearned Title IV aid.

The procedures and policies listed above are subject to change without advance notice.

### **Student Accounts**

If the institution grants a refund of institutional charges, the student's College account will be credited. The credit will be held until such time as determinations can be made regarding financial aid funding and any returns thereof. The student will be billed for any outstanding balance or issued a refund check for any credit balance that remains after institutional charges are credited and any financial assistance returns are debited to the student's College account.

### **Community Education, Continuing Education, TVCC Biz Center, Workforce Training Courses and Short Term Educational Workshops**

A student may withdraw from courses in this category with a 100 percent refund if class has not yet met.

Short-term classes or one-day events require 48-hour withdrawal notice to receive a full refund due to self-support minimum enrollment requirements and material purchases.

### **Exceptions**

Requests for exceptions to this policy must be submitted in writing to the Dean of Student Services (or to the Division of Extended Learning for Community Education, Continuing Education, TVCC Biz Center, Workforce Training courses and short term educational workshops).

### **Tuition Refund**

Tuition refunds to students and to government agencies when a student withdraws from the College before the academic year or before the end of the quarter will be granted as outlined by the College policies:

1. Upon verbal or written notification that a student has withdrawn from the rolls of the College, said College costs will be credited to the student or the appropriate agency/organization as allowed.

2. All refunds will be held as a credit to the appropriate agency until the end of the term with no money being returned. If the College has deemed necessary or been instructed by the agency to transfer these funds to the credit of another student, the funds then would be disbursed to that student.
3. It is the responsibility of the appropriate agency to notify the College of the termination of any of their agency students,
4. The appropriate department of the College will notify the Business Office of the appropriate percent of time the student spent in class and assist the Business Office in calculating the required refund.
5. Any refund policy established by the College will adhere to any federally mandated refund policy as it pertains to Title IV monies.
6. When an agency wants to use all, or a part, of the credit they have on hand, they must specify to the appropriate section of the College (where the student registers) of how much of the credit is to be applied to a specific student.
7. The College will attach the letter of notification of credit use to the student registration form and send it through proper channels.

### **Tuition Refund for Noncredit Classes**

A full tuition refund for noncredit classes will be granted if a withdrawal request is made a minimum of two working days prior to first day of class. Withdrawal requests must be made by calling the Division of Extended Learning. Appeals to this regulation may be made to the Division of Extended Learning in writing to the appropriate department.

END OF POLICY

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#### **Legal Reference(s):**

[landru.leg.state.or.us/ors/341.html](http://landru.leg.state.or.us/ors/341.html) ORS 341.290(7), (8)      OAR 589-002-0200