

# Refund Policies

- Withdrawal or cancellation **must** be in writing to the Registrar. A withdrawal form with all necessary signatures must be obtained.
- **Tuition, Room and Board** will be refunded: 100% if officially withdrawn or cancelled prior to the first day of classes; 90% in the first week of the term; and no refund thereafter. For terms less than the standard 15 weeks but at least six weeks, these refund periods will be adjusted proportionally. For terms less than six weeks, no refunds are applicable after the first day of class.
- **Discipline** – In case of dismissal for breach of college disciplinary rules, no refund will be given.
- **Deposits** – Refundable deposits will first be applied against any outstanding balance. If the outstanding balance exceeds the refundable deposits, the student will not be entitled to the refund of such deposits.
- **Appeals** – Appeals to the refund policy due to unusual circumstances should be in writing to the Vice President for Finance, and must include documentation and proof of the unusual circumstances.
- **Title IV Financial Aid Recipients** – Consult with Financial Aid to determine the financial impact of planned withdrawals and/or changes in course of study.
  - Students withdrawing before completion of 60% of the term will result in return of funds in the following order until the total amount of the college's responsibility has been satisfied: Unsubsidized Federal Direct Stafford Loans; Subsidized Federal Direct Stafford Loans; Perkins Loans; Federal PLUS Loans; Federal Direct PLUS Loans; Federal Pell Grants; FSEOG; and other Title IV assistance. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.
  - The percentage of Title IV funds that a student has earned based on the student's withdrawal date is calculated using the U.S. Department of Education's Common Origination and Disbursement (COD) R2T4 Calculation Tool. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed. Funds that are required to be returned (based on the R2T4 calculation) will be returned as soon as possible but no later than 45 days after determining the student has withdrawn.
  - The College will disburse any Title IV funds that the student has earned but have not yet been disbursed to the student according to the following schedule:
    - Grants- disbursed within 45 days.
    - Loans- offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.
  - All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.
  - If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some of the funds. These types of repayments/outstanding balances will be communicated to the student through student financial services.

## Other Financial-Related Policies

- **Comprehensive Examinations** – Financial obligations must be resolved at least one week prior to the first day of the written section of the Examination. Examination dates are listed in the College calendar in the Catalogue.
- **Work Study** – Students may be awarded work study funds as part of their Financial Aid package. Students awarded such aid will receive it based on hours worked. Students may have their earnings set up for Direct Deposit into their personal banking account or receive a paper check. Work study funds will not be applied directly to the student's tuition account. If a student wishes to use their earnings to pay toward their tuition account, they may sign their paper paycheck over to the Payment Window or make a payment via personal check or debit card.

- **Fees Specific to Off-Campus Study** – Off-campus study programs (for which Bethany College credits will be earned) often require a surcharge over and above the standard tuition to cover additional expenses associated with administration and delivery of such programs. Individual program participation agreements will be required for these programs to ensure that costs to participate are fully disclosed and agreed upon in advance.
- **Unpaid Accounts** – Any fees, fines, or miscellaneous payments not received by due dates may result in the student being administratively withdrawn from the College. Future registrations will not be allowed, nor will grades, diplomas, certificates, or transcripts be provided until such balance is paid. Re-instatement to the College will require payment of all amounts due, in addition to compliance with the usual re-admission procedures. The student is responsible for all collection agency fees, attorney fees, court costs, and any other costs necessary for the collection of past due accounts. Students whose accounts are assigned to collection may have their credit adversely affected, and may have difficulty in obtaining credit in the future.
- **Payment Plans** – Bethany College's monthly payment plan option is currently under review. Additional information forthcoming.