



ADMINISTRATIVE POLICY

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Adoption	<u>10-14-1975</u>
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TUITION AND FEE REFUND

- A. Students Not Receiving Federal Financial Aid - Refunds will be calculated and disbursed to eligible students who officially drop classes. An eligible student is one who has paid all charges by cash, credit card, or valid check. Official withdrawal is defined by the date the change of enrollment form is submitted in etrieve. Refunds will be made to eligible students within twenty (20) business days of the official drop date.

The date the change of enrollment form is submitted to etrieve determines the amount of refund due, if any. After 25% of a course has been completed, no drops are available to students, only withdrawals (See below). Change of enrollment/complete exit forms are available in etrieve.

1. Students may drop a course through 25% of course completion. Students who drop a course between the start of class through 12% of course completion receive a full refund; after 12% of a course has been completed, no refund is available. If a course is dropped, no record of the course appears on the transcript.
2. After 25% of the course is completed, students are certified as being in the course. Students may withdraw from a course up to 75% of its completion. Students who Withdraw from a course receive a W on their transcript. (No refund is available.)
3. If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver from the Vice President of Finance and Vice President of Instruction.

B. Recalculations and Overpayments

The Pell award at Pratt Community College may have to be recalculated if the student's information changes after the initial calculation or disbursement. The three factors that are most likely to change are the expected family contribution (EFC), enrollment status, and cost of attendance (COA). The Pell award is recalculated at any time there is a change in enrollment status

Return of Title IV Funds

Financial Aid recipients who withdraw from all classes (either officially or unofficially) are subject to a statutory schedule used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has

earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds. Students in verification who have not completed the process before withdrawal are ineligible for the Title IV aid.

If a student does not begin the official withdrawal process or provide notification of intent to withdraw, the date of withdrawal will be the date that the student last attended class(s).

In addition to aid disbursed, aid that could have been disbursed is also used in the return of funds calculation. If a recipient of SFA funds withdraws from PCC after beginning attendance, the amount of SFA assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. PCC must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of determination. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive post-withdrawal disbursement of the earned aid that was not received.

Revision Dates: 3/19/2026, 10-15-2019, 08-15-2017, 03-23-2010, 03-15-2002