

Return to Title IV Refund and LaGrange College Fee Refund Policies

Financial aid funds are awarded with the expectation that the student will attend classes for the entire term for which the assistance was awarded. In the event a student withdraws or ceases attendance in all registered classes in a term for any reason, the student may not be eligible for the full amount of financial aid that was originally disbursed. If a student withdraws from LaGrange College during the semester, the college will follow federal guidelines as stated in the Higher Education Act of 1965 and any related amendments thereafter to determine the amount of federal aid the student has earned based on the percentage of the semester completed. Federal guidelines state that if a student has completed 60% or less of the semester, LaGrange College is required to prorate the amount of federal aid based on the percentage of the semester completed (calculated using the last date of attendance). The Return of Title IV Funds Policy applies to Federal aid such as Federal Pell Grant, SEOG, Unsubsidized and Subsidized Federal Stafford Loans, Direct PLUS, and TEACH Grant

The Return of Title IV Refund applies only to students who completely withdraw from all registered classes after beginning attendance. This policy does not apply if the student withdraws from an individual course but not all classes in a term or if the student never began class attendance. The amount of unearned federal funds will be returned by the College to the appropriate federal program account (s) within 45 days of the withdrawal date.

LaGrange College Withdrawal Process and Effective Date

Official Withdrawal from the College:

It is the responsibility of the student to initiate a complete withdrawal from the College. The withdrawal date for refund calculation purposes will be the date the student initiated or expressed his/her intention to withdraw from **all** courses by submitting an application for withdrawal to the College Registrar **or** the last day of record of class attendance. The student should consult with the Financial Aid Office and the Business Office to determine the impact a withdrawal may have on future financial aid eligibility and any debt obligation to the institution.

Unofficial Withdrawal from the College:

A student who receives grades of W or F in ALL classes and is determined to have ceased attendance before the end of the term will be considered an unofficial withdrawal. In the event of an unofficial withdrawal, the Financial Aid Office will contact the instructor to obtain a last date of attendance at an academic related activity. The withdrawal date will be the later of the last date of attendance documented by the instructor or the midpoint of the term. In addition, should a student receiving federal aid earn a 0.00GPA for the semester, the midpoint of the semester will be used as the date of withdrawal, unless a later date of class attendance can be documented.

LaGrange College Institutional Refund Policy

LaGrange College, like most colleges, must make commitments in advance to faculty, staff, equipment, supplies, utilities, and other operating expenses for the entire year. Therefore, the institutional refund policy is strictly adhered to at all times.

This refund policy will not impact the Return of Title IV Refund calculation but does affect the amount of money a student **may owe** to the College as result of the withdrawal. Students remain responsible for payment of all outstanding charges that may result from a full withdrawal from the College.

This Refund Policy and Withdrawal Schedule does not apply in cases involving disruption, modification, or cessation of the provision of education, educational events, student life opportunities or activities, or on-campus meals or housing, due to acts of God, natural disaster, hurricane, storm, fire, infectious disease, pandemic, or any other reason beyond the control of the College. In such cases, the College may elect to cease, postpone, or modify the provision of its education, educational events, student life opportunities or activities, and on-campus meals or housing with or

without a reduction in tuition, fees, room and board from students. Any obligation to refund tuition, fees, room, and board in whole or in part that were previously paid by or on behalf of a student will be at the sole discretion of the College.

Tuition and Fees Refund Policy

Tuition:

Any student who officially withdraws from all classes will receive a tuition credit as follows:

<u>Withdrawal Period</u>	<u>Tuition Credited</u>	<u>Tuition Charged</u>
Before the first day of classes	100%	0%
First week (up until the end of drop/add)	80%	20%
Second Week or 7 Calendar Days	70%	30%
Thereafter	0%	100%

Fees:

No refunds will be issued after classes begin. Students who are approved to move-in residence halls, prior to the general move-in dates, and who withdraw before the first day of classes will not receive a refund for institutional fees.

Room and Board Refund Policy

There is no refund on campus housing (the room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated at a rate of \$15 per calendar day of attendance until the end of the drop/add period, after which, there is no refund. Students who are approved to move-in residence halls, prior to the general move-in dates, and who withdraw before the first day of classes, will be billed for meals at a rate of \$15/calendar day to cover the cost of meals taken during athletic practice.

Return of Title IV Refund Policy

In the event of a complete withdrawal, the Financial Aid Office must calculate the amount of Federal, State, and Institutional financial aid the student earned as of the date of withdrawal. Any financial aid that exceeds the earned amount must be returned as unearned aid to the respective federal program from which it originated. LaGrange College and the student are jointly responsible for returning the unearned aid.

The amount of Federal aid *earned* is determined by dividing the number of calendar days the student attended prior to withdrawal by the number of calendar days in the term, excluding any break of 5 days or more. The number of days in the term begins on the first day of classes as indicated on the academic calendar of the program, even if the student does not have a scheduled class on the first day of the term, and ends on the last day of final exams. (The Return of Title IV Refund Policy applies to students that withdraw on or before the 60% point of the term. Therefore, if the resulting percentage is greater than 60%, the student is considered to have earned all disbursed aid and no adjustment to financial aid programs is required.) If the resulting percentage is less than or equal to 60%, the amount of federal aid awarded for the term will be multiplied by the percentage to determine the amount of aid earned. The earned amount will be subtracted from the original disbursed aid to determine the unearned aid that must be returned to the applicable financial aid programs. The portion of the unearned aid that LaGrange College must return is determined by multiplying the original refundable institutional fee charges by the unearned percentage. LaGrange College must return the unearned aid, for which it is responsible, in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan (Graduate Student)
4. Direct PLUS Loan (Parent)
5. Federal Pell Grant
6. SEOG
7. TEACH Grant
8. Other Title IV Aid

If the school portion of the unearned aid is less than the total unearned aid that must be returned to the financial aid programs, the student will be responsible for returning those funds and paying any balance created from the complete withdrawal. The student will receive a notification from the Financial Aid Office detailing the aid returned by the College and any aid for which the student is responsible for repaying. The Business Office will send a statement of any account balance due.

The Student portion of the Return of Title IV Aid is calculated by subtracting amount of unearned aid repaid by LaGrange College from the total unearned aid. Depending on the remaining program sources of aid due a refund after the school portion is applied, the student portion is distributed as follows:

Refund of State and Institutional Grants

Students receiving non-federal aid are required to return any unearned aid received from these programs. Funds will be returned in the following order:

1. HOPE/Zell Miller Scholarship
2. Georgia Tuition Equalization Grant
3. LaGrange College Grants/Scholarships
4. LaGrange College Tuition Courtesy and Discounts

Institutional and outside scholarships will be fully applied to the student's account for attendance through the official census date of the term, unless otherwise restricted or documented with the agreement. If there is a student balance resulting from these adjustments, the student is responsible for payment. The student must pay any balance before they will be able to receive a transcript or are allowed to register and attend subsequent terms.

Withdrawals and Future Financial Aid Eligibility

Withdrawal from classes can impact a student's eligibility for financial aid. Financial aid recipients must maintain Satisfactory Academic Progress for continued eligibility for financial aid programs. A recipient of student loans may have to begin repayment on his/her Federal Loan. If the student fails to make required loan payments, the student can go in to default, which makes the student ineligible for future financial aid. Also, if a student owes a refund to a federal grant or state grant, these funds must be repaid before further financial aid can be received.