



WITHDRAWAL AND REFUND POLICY

It is the purpose of this notice to inform students of the financial implications of withdrawal. This policy explains how *all* types of financial aid – federal, state, private, institutional – are handled when a student withdraws.

If, for any reason, a student withdraws from Thomas Aquinas College before the end of the semester, the Business Office will calculate and make any refund of tuition and housing & food which is due. The amount of any refund is based upon how much of the term has elapsed.

Withdrawal Date: A student withdrawing from Thomas Aquinas College during the semester must see the Dean and complete a Notification of Withdrawal form. The withdrawal date used to determine the refund is the last date of attendance at an academically related activity as determined by the school from its attendance records (e.g., attending class, a Don Rags meeting, or an examination).

Charges: If a student other than a freshman withdraws before Convocation Day, 100% of his payments for tuition and housing & food will be refunded. If such a student withdraws on or after Convocation Day, tuition and housing & food will be prorated on a per diem basis through the day of withdrawal, excluding breaks of five days or more. The same will apply to freshmen except that in no case will their \$250 non-refundable deposit be refunded.

Payment Considerations: For those students or parents who have received federal Title IV aid (Pell Grant, Direct Student Loan, Direct Parent PLUS Loan), specific program requirements determine how much aid from those programs may be kept when a student withdraws early. Though a student's Title IV assistance is normally posted to his account at or near the start of each payment period (semester), he "earns" the funds as he completes the period. If he received (or Thomas Aquinas College or his parent received on his behalf) less assistance than the amount he earned, he may be able to receive those additional funds. If the student received more assistance than he earned, the excess funds must be returned by the school and/or the student.

Work-study wages will be paid to the student's account according to the number of hours he has worked. If a student is behind in his scheduled hours, the delinquent amount will be treated as a payment outstanding.

Refund: For those students receiving no financial assistance, the prorated charges will be compared to the payment the parents and student have made, and the parents and student will either receive a refund or owe an amount to the College.

For those students receiving financial assistance, the College will determine the amount of financial assistance that must be returned to the sources of aid. In general, the calculation is based upon the principle that the resources of the student and his parents are used to pay for educational expenses before financial assistance from the College. (Funds received from Federal Title IV aid are handled separately as described above. Details are found in the College's *Return of Title IV Funds Policy* which can be found on the College's website at www.thomasaquinas.edu/page/regulatory-information. Non-federal aid funds are returned to their respective sources in this order:

1. Institutional grants,
2. Institutional loans, private loans, and Canada Student Loans,
3. State grants, and
4. Other outside grants.

If a student has a Cal Grant, no Cal Grant payment may exceed the actual tuition charge or the Cal Grant need amount for any term. After determining how much financial assistance must be returned to the sources of aid, any remaining financial assistance is applied toward the student's prorated charges together with the parents' and student's payments and applicable Title IV funds. If any non-federal outside resources exceed the prorated charges, the corresponding excess will be credited first against any other charges owed by the student to the College (e.g. a bookstore bill), and then any remainder will be refunded to the parents and student to the extent they had other education-related expenses and the terms of the aid allow.

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Loan funds are returned before Grant funds, therefore the College returns all \$1,608 of Adam's Direct Student Loan funds and \$495 of his Pell Grant funds to the Department of Education. (Amounts are rounded to the nearest whole dollar when returned.)

Total "unearned" Title IV aid =	\$2,103.00
- "Unearned" Direct Student Loan =	- \$1,608.00
"Unearned" Pell Grant =	\$495.00

Calculating Institutional and Private Aid That Is Retained After Withdrawal:

In general, the calculation for determining how much institutional and private aid the student may retain is based upon the principle that the resources of the student and his parents are used to pay for educational expenses before financial assistance from others. Wages from an institutionally-funded work-study position are applied as earned.

Adam Smith worked 84 hours in his institutionally-funded work-study job, earning \$1,092.00 (84hr x \$13/hr). That amount is applied to his account after his "earned" Title IV aid.

Total Institutional Charges =	\$17,200.00
"Earned" Percentage =	33.3%
Net Institutional Charges =	\$5,727.60
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- Total "earned" Title IV aid =	- \$1,050.00
- Institutionally-funded work-study =	- \$1,092.00
Remaining Institutional Charges	\$3,585.60

Since the institutional charges that are remaining after subtracting Adam's "earned" Title IV aid and his earned work-study wages are less than the cash payment originally expected from Adam and his parents (\$5,000.00), he receives none of his tuition grant from the College. He and his parents are responsible for paying the remaining \$3,585.60.

Remaining Institutional Charges	\$3,585.60
- Student & Parent Cash Payment	- \$3,585.60
Institutionally-funded Tuition Grant	\$0.00

Calculating Institutional and Private Aid That Is Retained After Withdrawal:

In general, the calculation for determining how much institutional and private aid the student may retain is based upon the principle that the resources of the student and his parents are used to pay for educational expenses before financial assistance from others. Wages from an institutionally-funded work-study position are applied as earned.

Willa Cather worked 197 hours in her institutionally-funded work-study job, earning \$2,561.00 (197hr x \$13/hr). That amount is applied to her account after her "earned" Title IV aid.

Total Institutional Charges =	\$17,200.00
"Earned" Percentage =	85.5%
Net Institutional Charges =	\$14,706.00
Net Institutional Charges =	\$14,706.00
- Total "earned" Title IV aid =	- \$3,343.00
- Institutionally-funded work-study =	- \$2,561.00
Remaining Institutional Charges	\$8,802.00

Since the institutional charges that are remaining after subtracting Willa's "earned" Title IV aid and her earned work-study wages are more than the cash payment originally expected from Willa and her parents (\$6,000.00), she receives \$3,423.00 of her tuition grant from the College. She and her parents are responsible for paying \$6,000.00.

Remaining Institutional Charges	\$8,802.00
- Student & Parent Cash Payment	- \$6,000.00
Institutionally-funded Tuition Grant	\$2,802.00