

REFUND POLICY

Complete Withdraw from the institution

If a student finds it necessary to completely withdraw from the College before the end of the semester, the withdrawal process begins in the Registrar's Office where the student obtains an application to withdraw. The official withdrawal date is the date of notification to the Registrar's Office.

The Defiance College refund policy treats all students the same, regardless of the type of financial aid being received or the absence of such. The College follows federal regulations to determine the amount of Title IV program assistance that the student has earned if the student withdraws prior to the end of the semester. Title IV funds include: subsidized and unsubsidized Federal Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal SEOG. Federal work study funds are excluded from the refund calculation.

The credit of tuition, housing and meals, along with the return of unearned federal Title IV Funds, is calculated on a per diem basis up to the 60 percent point in the semester. The amount earned is determined by dividing the number of days enrolled by the number of days in the enrollment period including weekends and holidays, except Thanksgiving break and spring break. The credit of meal plan charges will be calculated based on the official date of withdrawal with one additional week added. After the 60 percent point in the semester, tuition and housing are charged in full and Title IV aid is considered to be 100 percent earned.

A student will not be issued a cash refund on any credit balance until the refund calculation process is complete. Any credit balance remaining on the student's account that is from institutional funds will not be issued as a refund to the student.

Any outstanding balance on the student's account is due immediately. The student will also be responsible for any library fines and room damage fines. A withdrawal fee of \$50 is assessed for withdrawing at any time from the institution.

The following items are non-refundable: Activity fee, Audit fee, Course related fees, Deferred payment plan fees, Finance charges, Late fees (payment plan or registration), Parking fee, Returned check/dishonored electronic transaction fee, Residential charges damages or fines, Technology fee Transient student registration fee, Withdrawal fee, All other institutional fees.

WITHDRAW FROM COURSE: Students who withdraw from a course prior to the drop/add deadline of the semester receive full tuition credit. After the drop/add deadline, there will be no calculation of tuition credits unless the student withdraws from the college.

Students enrolled in classes held in a sub term, a shorter term that starts later in the semester (such as the second summer session) will only be eligible for a tuition credit if the student drops the course prior to the drop/add deadline for the sub term.

Return of Title IV Funds

DC students who receive federal financial aid and do not complete their classes may be responsible to repay a portion of the aid received according to federal law. DC must calculate how much federal financial aid earned if a student withdraws or stops attending before completing 60% of the enrollment period. Federal financial aid covered under this regulation includes the Federal Pell grant, Federal SEOG, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Perkins Loan and Federal Parent Loan for Undergraduate Students (PLUS).

If a student receives federal financial aid he/she must “earn” the aid received by staying enrolled in school. The amount of federal financial aid assistance earned is determined on a pro-rata basis. If a student withdraws or stops attending classes during the enrollment period, his/her financial aid award may be affected.

The percent earned is determined by dividing the number of days enrolled by the number of days in the enrollment period including weekends and holidays. Institutionally scheduled breaks of five or more consecutive days are excluded from the calculation.

The withdraw date is the official date recorded by the Registrar. Students should contact their academic advisor or the Student Academic Support Services office to discuss the reason for withdrawal. The Financial Aid Office cannot perform the withdrawal calculation until the withdraw date is officially recorded with the Registrar.

DC and the student are both responsible for returning unearned funds to the appropriate programs. Federal monies will be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal SEOG. If the student owes any money to DC resulting from the withdraw calculations, he/she will receive a bill. For all outstanding charges, the student must make payment arrangements with the Director of Student Accounts.

If the student does not repay DC for the charges resulting from the refund policy, their records will be placed on financial hold. This means that he/she will not be able to register for classes or receive transcripts or other services until the balance is paid. Outstanding accounts due to DC may also result in collection agency action, collection costs and negative credit bureau reporting.

WITHDRAWAL FROM COLLEGE

OFFICIAL WITHDRAW A student may request withdrawal from Defiance College by contacting the Registrar’s Office. A withdrawal allows the student the opportunity to re-enroll at Defiance College at a later date. The withdrawal date is the date of notification to the Registrar’s Office. Students who receive financial aid and choose to withdraw from the College must follow the federal refund policy according to the federal regulations. The adjustments in charges for a student withdrawal may result in an outstanding balance on the student’s account that will be due and payable at the time of withdrawal. Failure to follow the withdrawal policy forfeits the student’s right to an honorable dismissal or to any refund of tuition and fees paid.

UNOFFICIAL WITHDRAWAL In the case of an unofficial withdrawal or an unapproved leave of absence (or a student's failure to return at the end of an approved leave of absence), the withdrawal date is the date the Registrar's Office becomes aware that the student ceased attendance. The withdrawal date for a student who withdrew without providing notification will be within 30 calendar days from the earlier 1) the end of the payment period 2) end of the academic year or 3) end of the student's educational program.

LEAVE OF ABSENCE A student may be granted an approved leave of absence if: 1. the student has made a written request for the leave of absence, 2. the leave of absence will not exceed 30 days, 3. the College has granted only one leave of absence to the student in any 12-month period, and 4. approval is received from instructors and the Chief Academic Officer.

WHEN A STUDENT FAILS TO EARN A PASSING GRADE IN ANY CLASS If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the student will be considered unofficially withdrawn. The last date of attendance will determine the withdrawal date. A non-passing grade includes an F, and withdrawn courses.

Post Withdrawal Disbursement-A post withdrawal disbursement is for any student who completely withdraws from school prior to a Federal loan or grant disbursing to their account. If the post-withdrawal disbursement includes grant funds, the financial aid office will disburse the portion of the funds required to cover any outstanding tuition, fee, room and board charges.

If the post withdrawal disbursement includes federal loans, the financial aid office will notify the student and/or parent to provide the option to accept or decline the loan funds within 30 days. If the student does not respond timely, the loans will be cancelled.