

**The University of Evansville Institutional Charges and Financial Aid Refund Policy  
Effective with the Fall 2016 semester.**

**INSTITUTIONAL CHARGES AND FINANCIAL AID REFUND POLICY**

All institutional financial aid will be refunded according to the institutional charges refund schedule shown below. In other words, all UE financial aid will be refunded according to the 100 percent, 80 percent, 60 percent, 40 percent or 20 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.

Institutional Charges: Tuition, on campus room and board and the following fees: activity, registration, services, applied music, and any mandatory course related fees.

Non-Institutional Charges: All other fees and costs (special fees, books, insurance fees, off campus living expenses, transportation expenses, and the like).

The amount of institutional charges that will be refunded is determined as follows:

- UE classes begin on Wednesday in fall and Monday in spring. Students who withdraw on or before the first day will receive a 100 percent refund.
- Students who withdraw or leave within the first week of class (Thursday through Wednesday in fall or Tuesday through Monday in spring) will receive an 80 percent refund.
- Students who withdraw or leave within the second week of class (next Thursday through Wednesday in fall or Tuesday through Monday in spring) will receive a 60 percent refund.
- Students who withdraw or leave within the third week of class (next Thursday through Wednesday in fall or Tuesday through Monday in spring) will receive a 40 percent refund.
- Students who withdraw or leave within the fourth week of class (next Thursday through Wednesday in fall or Tuesday through Monday in spring) will receive a 20 percent refund.
- After four weeks, there are no refunds for the above listed institutional charges.

**STATE AID REFUND POLICY**

The Indiana Commission of Higher Education (CHE) policy for refunds dictates that to be eligible for these awards, a student must be enrolled full-time at the end of the first week of the semester. Hence, if a student completely withdraws from the University before the end of the first week, the student is not eligible for the state award, and the University must return 100 percent of the semester's award to CHE. After the first week, the student's state aid would be 100 percent earned, and like the UE aid and private aid mentioned above, there would be no refund if the student leaves. State aid consists of the Higher Education Award, Freedom of Choice Award, Student Performance Incentives, Twenty-first Century Scholarship, Minority Teacher and State Nursing Scholarships, Mitch Daniels Scholarship, and part-time grants.

**VETERANS BENEFITS REFUND POLICY**

The U.S. Department of Veterans Affairs requires all changes of enrollment to be certified within 30 days of action. For VA purposes, the effective date is the date the student withdrew or dropped the class. The U.S. Department of Veterans Affairs will process the information regarding change of enrollment and may establish a debt on the student, based on the effective date of the change. It is the responsibility of the student to satisfy any debt established on the student by the VA.

Students withdrawing from all classes in a semester will have the current, and any future certifications terminated. If the student completely withdraws on or before the first day of the term, the University of Evansville will return the tuition and fees payment received, directly to the VA, upon receipt of school debt letter. If the date of complete withdrawal is after the first day of the term, any credit balances that result from a refund of institutional charges will be issued to the student. In this case, the student will receive a debt letter from the Department of Veterans Affairs with balance due.

For students dropping a class or classes, an enrollment update will be submitted to the VA. Tuition and fees are reported specific to the remaining credit hours, as if those were the only courses taken during the entire enrollment period. The VA will determine if the change in hours/charges requires some percentage of repayment from student. If debt is established, student will receive a debt letter from the Department of Veterans Affairs with balance due.

## **FEDERAL AID REFUND POLICY**

**Students are encouraged to meet with the Office of Financial Aid before changing enrollment by dropping a class or withdrawing from the university so that they can be informed of the financial impact of their enrollment changes.**

- I. This policy applies to all University programs, except those administered by the Center for Adult Education. Students enrolled in one of the University's CAE programs should refer to section (II) for the Center for Adult Education refund policy. Refund information for summer is provided annually when summer course registration information becomes available to students.

### **Dropping Below Full Time**

Dropping a class starts with the Office of the Registrar. When a student drops a course(s) but continues as a part-time student (fewer than 12 semester hours), the tuition refund will be the difference between the initial billing and the revised billing multiplied by the percentage refund as outlined in the Institutional Charges Refunds Policy. Students who drop below full-time during this refund period will have their eligibility for aid recalculated. Enrollment for federal and state financial aid will be set at census date each term, and federal and state grants will not be adjusted after census.

If a student drops below full-time after the first four weeks of the semester there is no refund of charges or reduction of financial aid.

### **Students Withdrawing From All Classes**

The official withdrawal process begins in the Office of the Dean of Students. The policy that determines the Return of Title IV Funds is defined by federal regulation and calculates earned federal financial aid on a per diem basis up to the 60 percent point in the semester. Federal financial aid that is considered "unearned" is returned to the appropriate source. The amount of earned federal aid is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester. A calendar is developed each year and maintained in the Office of Financial Aid that outlines the percentage of federal aid earned during the first 60 percent of the term. There are no refunds (or Return of Title IV funds) if the student attends classes after the 60 percent point as Title IV aid is considered to be 100 percent earned at that point.

There are two parts to a refund determination when the student withdraws from all classes.

1. Refund of institutional charges. The student's withdrawal date for institutional charges is the date the student submits the completed withdrawal form to the Dean of Student's Office. However, UE can determine a withdrawal date related to extenuating circumstances for a student who: (a) left without notification because of extenuating circumstances, or (b) withdrew because of extenuating circumstances but another party gave notification on the student's behalf. Extenuating circumstances include illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The Dean of Students makes the determination in such matters.
2. Reduction (refund to the program) of institutional, state or federal financial aid. The student's withdrawal date for financial aid is determined based on whether the student officially withdrew from the university or stopped attending (walked away). For those that officially withdrew, the withdrawal date is the date the student signs the withdrawal form that is submitted to the Dean of Student's Office. For those that stopped attending and failed all classes, the withdrawal date is the latter of the midpoint of the semester, the date the student last attended classes, or the last date of academically related activity such as taking a test.

### **Walk-Away Students**

Students who simply "walk away" during a semester without officially withdrawing, and who earn all Fs or Incompletes will be assessed a \$500 administrative fee for subsequent processing of their refund calculation, once that has been determined.

II. **Center for Adult Education Programs Refund Policy**

If a student in the organizational leadership, global leadership, or public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of continuing education where an official date of withdrawal is determined for institutional charges refund purposes. A student's withdrawal date is determined using the same process as for the federal financial aid refund policy. The director of continuing education may determine a different withdrawal date for institutional charges due to extenuating circumstances if such conditions exist and can be documented.

The University's Adult Program institutional charges refund policy treats each five-week class in the semester as a separate class. Students register and are billed for the semester at the beginning of the term, but refunds will be calculated based upon the five-week classes completed and/or the time in the five-week class when the withdrawal occurs. Full refunds for the semester will be given if the student cancels the enrollment before attending any class in the term. Refunds that occur during the semester will be calculated as follows for each five-week class:

During week one	75% refund*
During week two	50% refund*
During week three	0% refund*

All other information relative to the withdrawal process is described in the regular policy and conforms to it.

**Dropping Adult Program Courses in the Semester**

Federal financial aid eligibility is established by attending class. Students with Federal Pell Grants must begin attendance in each module. Because of the nature of the federal withdrawal policy, students who do not begin attendance in all modules and successfully complete those modules may have their aid prorated based on return of Title IV funds regulations.

**Walk-Away Students from Adult Programs**

Students who simply "walk away" during a semester without officially withdrawing, and who earn all Fs or Incompletes will be assessed a \$500 administrative fee for subsequent processing of their refund calculation, once that has been determined. Students will be responsible for any amounts owed the University from the adjustment made under the refund policy.

III. **Returning Federal Financial Aid to Accounts**

Unearned federal financial aid will be returned in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Perkins Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Iraq Afghanistan Service Grant

The amount of aid to be returned is determined by the Federal Title IV Return of Funds calculation as provided by the U.S. Department of Education.

Any refunds of charges will be applied to the student's account and all adjustments for aid, loans, fines and non-refundable fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment.

Sample Return of Funds calculations are available in the Office of Financial Aid. UE retains a \$100 administrative fee when calculating a refund for all students.

IV. **Student and Institutional Responsibilities in Regard to the Return of Title IV funds**

The University's responsibilities include:

- (a) Providing each student with information about the refund policy.
- (b) Identifying students who are affected by the policy.
- (c) Completing the Title IV return of funds calculation for those affected. Notice will be sent/given to student within 30 days of the withdrawal date of the amounts that must be returned to UE.
- (d) Returning federal financial aid within 45 days to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The student's responsibilities include:

- (a) Cooperating with UE in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal.
- (b) Returning his or her share of unearned aid attributable to a loan under the terms and conditions of the promissory note.
- (c) Making payment to the University for any student account balance that results from the adjustments to the account. Payment in full or payment arrangement should be made within 30 days of the student receiving notice of what is owed.

*This policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the 1998 changes to the Higher Education Amendments. Title IV funds refer to the following federal financial aid programs: subsidized and unsubsidized Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal SEOG, and Iraq Afghanistan Service grants. Federal work-study funds are excluded from the refund calculation.*

**CANCELLATION OF HOUSING AND FOOD SERVICE CONTRACTS**

When a student completely withdraws from all classes in the middle of the semester, UE housing and meal plan charges and refunds are governed by the Institutional Charges Refund Policy as "institutional charges." However, the policies governing new or continuing students who remain enrolled but wish to cancel housing and/or meal plan charges are administered by the UE Office of Residence Life.

Completion of the Housing and Meal Plan Registration on WebAdvisor constitutes a legal and binding agreement between the student and the University of Evansville. A personalized and dated contract is generated upon completion of the online agreement on WebAdvisor. All housing contracts are binding for the duration of the academic year. There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these policies is found online at <http://www.evansville.edu/residencelife/cancellationsAndRefunds2.cfm>, in the student's personal contract, and in the Residence Life Handbook under Contract Cancellations and Refunds.

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