

Undergraduate Withdrawal Policy

Refunds of Tuition, Room and Board

A student may be eligible for a refund in cases where withdrawal from the college occurs prior to completion of a term that has commenced. Refund consideration is contingent on the student (and only the student) making a request to the Office of the Registrar to fully withdraw from the college. Mere cessation of attendance or departure from the college will not satisfy withdrawal requirements.

A student will receive no refund by dropping a class after the add/drop period has passed. This includes dropping from 4 classes to 3 classes, from full-time to part-time status, or from 2 classes to 1 class. There is no financial benefit granted to students for dropping one class after the add/drop period.

Academic Year Tuition	100% withdrawal during 1st week 75% withdrawal within 1-2 weeks 50% withdrawal within 3-4 weeks 25% withdrawal within 5-8 weeks 0% withdrawal after 8th week
J-Term and 3-Week Summer Session Tuition	100% withdrawal by close of business on the second class day 50% withdrawal by close of business on the fifth class day 0% withdrawal after close of business on the fifth class day
5-Week Summer Session Tuition	100% before class begins 75% withdrawal by close of business on the fifth class day 50% withdrawal by close of business on the tenth class day 0% withdrawal after close of business on the tenth class day
Academic Year Room	90% withdrawal within 1st week 80% withdrawal within 2nd week 60% withdrawal within 3rd week 40% withdrawal within 4th week 20% withdrawal within 5th week 0% withdrawal after 5th week
Meals	Prorated based on the number of weeks and amount of flexible meal dollars already used. Students who feel that individual circumstances warrant exceptions from the above policy may contact Student Account Services.
Fees	Non-refundable

Repayment of Financial Aid

As with tuition, room and board charge adjustments for students who withdraw within the stated refund period, it may be necessary to adjust or return financial aid. In certain circumstances this may result in funds being returned to the source (i.e. federal aid returned to the federal government), which may result in the student having a balance at the college.

St. Norbert College calculates these return of funds based upon the rules and regulations established by the United States Department of Education. The information below outlines the terminology and process throughout the refund procedures.

Repayment/Return of Funds	If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the source. This may result in an amount due to the college.
Institutional Charges	Required charges for which the college has direct control. Institutional charges include the actual charges for tuition, fees, on-campus room and utilities, and on-campus board plans.
Non-Institutional Charges	Educationally related expenses that are not required to be paid directly to the college. Non-institutional charges include off-campus room and board, transportation, and childcare which would be prorated based on the budgeted amount and number of weeks enrolled in the term. Book and supply costs are also considered non-institutional charges since a student is not required to purchase his or her books from the college. If a student withdraws in the first week of a term, 25% of the budgeted book and supply amount is considered to be used. If withdrawal is after the first week, then 100% of the budgeted amount is considered used.
Unpaid Charges	The amount of pre-withdrawal institutional charges not covered by student/parent payments or aid funds that have been applied to the account.
Payments	Funds from the student and/or parent applied to the student's bill. These funds may have been received in the form of cash, check, approved direct credit of the student's employment pay, carry forward of a credit balance for which the student or parent granted permission for the carry forward, or prior unused deposits credited to the student's account.
Credit Balance Distributed to Student	Any credit balance from aid distributed to a student is from the aid source last credited to the student's account. If more than one type of aid was credited to the student's account on the same day, the aid is considered to be credited in the following order: federal gift aid, federal loans, state gift aid, private aid sources, and then institutional aid sources. This order may be circumvented if an aid fund is specifically designated for tuition purposes. In the case of an overpayment (credit balance), students will be notified as to the overpayment. Students are then asked to clarify as to whether they would like the overpayment refunded or applied to ensuing semesters. Please note that the credit balance must actually exist on the student's account before any such refund will be issued. Additionally, non-Title IV credit balances under \$5.00 are non-refundable. (If there is a federal Title IV credit balance, any credit balance of \$1.00 or more will be refunded.)

Return of Non-Title IV Funds

Return of Non-Title IV funds (this includes funds from St. Norbert College and the WI Higher Educational Aids Board) is based on the following Academic Year Tuition Refund percentages:

- 100% withdrawal within 1st week
- 75% withdrawal within 1-2 weeks
- 50% withdrawal within 3-4 weeks
- 25% withdrawal within 5-8 weeks
- 0% withdrawal after 8th week

Return of Title IV Funds

According to federal regulations, if a student who receives federal financial aid leaves the college during a semester, those federal Title IV financial aid funds may have to be adjusted and, in some instances, returned to federal sources. This applies to students who complete 60% or less of a semester for which federal aid has been awarded.

If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period, the student must be considered a withdrawal for federal financial aid purposes. A student is considered withdrawn if the student does not complete all days in the payment period.

The amount of federal aid that a student earns is determined on a pro-rated basis. For instance, if a student completes 30% of calendar days in the semester, that student earns 30% of the federal aid he or she was awarded for that semester. Once a student has completed more than 60% of the calendar days in the semester, all of the federal aid awarded to the student for that semester has been earned.

For example: A student who remains enrolled for 10% of a semester will be eligible to keep 10% of the total Title IV aid distributed to him/her. The balance (or 90%) must be returned to the Title IV program(s).

In addition, if you begin attendance and do not officially withdraw, you must complete the semester which you received funding for and earn a grade, or repayment may be processed based on your last record of academically related attendance. This is considered an unofficial withdrawal.

The percentage of Title IV aid earned is determined by taking the number of calendar days completed in the term divided by the number of calendar days in the term (scheduled breaks of 5 days or longer are excluded). Any unearned aid must be returned to federal sources, which may result in an amount due to the college. A breakdown of the return and any amount due will be sent to the student's home address.

If a student withdraws after his/her financial aid was awarded, but prior to all aid having been disbursed, the unpaid aid will be included in the federal return formula as aid that "could have been disbursed".

If the Return to Title IV Aid calculation indicates that the student is still eligible for the undisbursed Title IV aid, the aid will be offered to the student via a post withdrawal disbursement, which will be sent to the student in a written statement. Title IV grant funds will be disbursed within 45 days and Title IV loans will be offered within 30 days, allowing the student 14 days to respond. If there is a post-withdrawal disbursement, the funds will first be applied to the student's account and any resulting credit balance will be disbursed to the student as soon as possible, but no later than 14 days after the Return to Title IV aid calculation.

If the student, the parent on the student's behalf or St. Norbert College received unearned Title IV financial aid that must be returned, the school must repay to federal sources a portion of those funds equal to the lesser of either:

- The institutional charges multiplied by the unearned percentage of the student's federal financial aid funds
- The entire amount of unearned funds

Unearned Title IV financial aid will be returned in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct PLUS Loan (parent or graduate)
- Federal Pell Grant
- Iraq Afghanistan Service Grant
- Federal SEOG
- TEACH Grant

St. Norbert College must return the calculated unearned amount of federal Title IV financial aid funds on your behalf whether or not the Title IV funds were used to pay your tuition and fees. The college then charges you for the amount required to be returned.

The Office of Financial Aid will determine the amount to be paid back to the financial aid programs within 30 days of your withdrawal and the funds will be returned to the program within 45 days of the date St. Norbert College determined the student withdrew.

Should the amount that needs to be returned (determined by the Return to Title IV Funds calculation) exceed the amount the school needs to return, the student must repay some funds.

If there is a resulting Title IV credit balance after a student withdraws, the credit balance will be disbursed to the student as soon as possible, but no later than 14 days from the date the Return of Title IV Aid calculation is completed.

Date of Withdrawal

A withdrawing student should complete the official form for withdrawal from all courses. This is initiated through the Registrar's Office. This will enable St. Norbert College to refund the maximum possible institutional charges. At that point, eligibility for federal financial aid will be determined based on several factors, including the last date of attendance and the date the student initiates the withdrawal.

In the case of an unofficial withdrawal (i.e. student ceased attendance in all classes), the last date of academically related activity (LDA) will be determined and used as the withdrawal date.

The Federal Refund Policy is comprehensive; this is intended to be an overview of the policies and procedures that govern regulations pertaining to Title IV Refund. For further guidance on Title IV Refunds (R2T4) policies and procedures please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals.