

## **REFUND – RETURN OF FUNDS POLICY**

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### **REFUND POLICY**

Business, HVAC/R, and allied health students are charged tuition and fees on a quarterly basis during which they attend classes. Refer to the Catalog Addendum for the most recent published Tuition and Fee Schedule. This refund policy is intended for those students who withdraw from all classes at the college. For those who withdraw (drop) an individual course but remain in other courses, their financial aid may need to be reevaluated to determine a possible refund. If this is the case, see the Financial Aid Department.

Ohio Business College uses the Council on Occupational Education's refund policy. The refund policy is based on credit and clock hour programs. Refunds are to be made within 45 days after the school has determined that a student has withdrawn or been notified of the student's cancellation. The date of determination of withdrawal is defined as the last date of physical attendance and participation in an academic activity at the college.

All refunds are calculated based on tuition and fees. The refund policy for students attending Ohio Business College who incur a financial obligation for a period of 12 months or less is as follows:

- ❖ All prospective students are required to attend a personal interview prior to enrollment in to the program.
- ❖ Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.
- ❖ During the drop period (receiving a grade of WD) of financial obligation, the institution refunds 100% of the tuition.
- ❖ During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
- ❖ After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition;
- ❖ After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and
- ❖ After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

A student withdrawing from school during the first week of classes may return unmarked textbooks that were purchased from Ohio Business College to the Student Accounts Office to receive a refund credit on their account. For a full refund, books must be returned within the first two weeks of the quarter. A student is responsible for returns through either the College's Bookstore website or with assistance through the Student Accounts Office. Please note: the student will not be reimbursed any shipping costs. Lab and supply fees are charged in addition to the tuition and are refunded on a pro-rated basis.

If a student withdraws from school, the amount of monies disbursed for non-institutional educational expenses will be based on the expenses incurred by the student up to the time of withdrawal, based on established budgets. No overpayment will result after half of the payment period has been completed.

\*Should OBC cancel a course offering, students will automatically receive a 100% refund of any tuition and fees paid for that course.

## **VETERANS REFUND POLICY**

Students using VA Educational Benefits or their eligible persons sponsored as students fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. Refunds will be made within 45 days of date of determination (normally last date of attendance).

## **RETURN OF TITLE IV FUNDS POLICY**

The Federal Department of Education specifies how Ohio Business College must determine the amount of Federal Student Aid (FSA) assistance a student earns if he/she withdraws from school. The FSA programs available at OBC that are covered by this law are: Federal Pell Grants, Stafford Loans, and PLUS Loans. For state grant aid, the amount earned when a student withdraws is equal to the % of tuition and fees earned according to OBC's institutional refund policy. When a student withdraws or is terminated, the funds returned to Title IV programs will take place in the following order:

- ❖ Federal Direct Student Loan-Unsubsidized
- ❖ Federal Direct Student Loan-Subsidized
- ❖ Federal Direct Plus Loan
- ❖ Federal Pell Grant
- ❖ Federal Supplemental Education Opportunity Grant
- ❖ Other grants or loan assistance

Because Ohio Business College is a school that is required to take attendance, the law specifies that OBC must routinely monitor attendance records to determine in a timely manner when a student has withdrawn. This determination must be made no later than two weeks (14 calendar days) after the last date of attendance according to the schools attendance records. Even though OBC has a policy that states a student who is absent more than 30% of the scheduled class meetings before dismissal is a consideration, the date of withdrawal determination will never be more than two weeks after the last date of attendance. If a student provides notification of withdrawal earlier than the two weeks after the last date of attendance, and there is no class or activity participation after that notification, the withdrawal determination date will be the date the student provided notification. Although, the last date of attendance is always used to determine refund amounts. All refunds will be calculated and made by 45 days after the withdrawal determination date.

When a student withdraws during a quarter, the amount of FSA program assistance that has been earned up to his/her last date of attendance is determined by a specific formula. If the student received (or his/her parent received on his/her behalf) less assistance than the amount that he/she earned, he/she may be able to receive those additional funds. If he/she received more assistance than he/she earned, the excess funds must be returned by the school and/or he/she.

The amount of assistance that he/she has earned is determined on a pro-rata basis. For example, if he/she completed 30% of the quarter, he/she earned 30% of the assistance he/she was originally scheduled to receive for that quarter. Once he/she has completed 60% or more of the quarter, he/she earned all the assistance that he/she was scheduled to receive for that quarter.

If he/she did not receive all of the funds that he/she earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, he/she may choose to decline the loan funds so that he/she doesn't incur additional debt. Ohio Business College may automatically use all or a portion of his/her post-withdrawal disbursement (including loan funds, if he/she accepts them) for tuition, fees, and book charges. For all other school charges, his/her permission to use the post-withdrawal disbursement is assumed unless he/she tells OBC otherwise. Unless he/she tells OBC otherwise within 14 days, it is also assumed that he/she will want to reduce any outstanding loan debts if he/she has a credit balance on his/her account.

There are some FSA funds that he/she was scheduled to receive that he/she cannot *earn* once he/she

withdraws because of other eligibility requirements. For example, if a loan has not been certified or originated prior to his/her withdrawal, he/she will not earn any FFEL or Direct loan funds that he/she would have received had he/she remained enrolled.

Any amount of unearned grant funds that he/she must return is called an *overpayment*. The amount of a grant overpayment that he/she must repay is half of the unearned amount. He/she must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for FSA program funds when he/she withdraws are separate from any refund policy that OBC adheres to. Therefore, he/she may still owe funds to the school to cover unpaid institutional charges. OBC may also charge him/her for any FSA program funds that the school was required to return. If he/she doesn't already know what his/her school's refund policy is, he/she can ask the Admissions Representative for a copy.

Example of student financial aid refund:

Jane is a second year student who begins winter quarter 2013 on January 7, 2013. Her last date of attendance was January 31, 2013 and she completed 25 days of the quarter. Her institutional charges are as follows:

Tuition and fees for 2 classes	\$1,800.00
Books with taxes	\$ 93.68
<b>Total charges</b>	<b>\$1,893.68</b>

Jane's financial aid package includes the following amounts:

Federal Direct Student Subsidized Loan	\$1,486.00
Federal Direct Student Unsubsidized Loan	\$ 0.00
Federal Pell Grant	\$ 925.00
<b>Total student financial aid</b>	<b>\$2,411.00</b>

Percentage of payment period enrollment completed is calendar days completed divided by total number of calendar days in period:

25 completed days / 75 total days = 33.3% earned and 66.7% unearned

Jane's 66.7% adjusted financial aid package according to regulations:

Federal Direct Student Subsidized Loan	\$ 223.00
Federal Pell Grant refund according to regulation	\$ 925.00
<b>Total financial aid after refund Adjustments</b>	<b>\$1,148.00</b>

**Jane's total 66.7% adjusted school institutional charges are \$1,893.68**

**Jane's total federal financial aid after adjustments is (rounded) \$1,148.00**

**Jane will owe the college this amount because she did not complete 60% of the term \$ 745.68**