THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 631

SUBJECT: Tuition Refunds and Return of Federal Title IV Funds

Responsibility of: Director of Financial Aid and Budget
Revised: December, 2010 Reviewed: 2011

Purpose

To provide guidelines to students in applying for tuition refunds and to return unearned Title IV funds.

This policy supersedes all college vendor refund policies.

Procedure

During the first week of classes, students who withdraw from a course(s) may be eligible to receive full tuition refund. To qualify for a refund, students are required to follow The Reading Hospital School of Health Sciences (TRHSHS) Policy 317 (Withdrawal from a Course) to officially withdraw from a course.

A student who withdraws from a course/program voluntarily or who has been dismissed for any reason, or takes a Leave of Absence from any class/classes taught through the TRHSHS or College vendor, must contact the Financial Aid Office and the Student Accounts Office to discuss the financial impact of the course withdrawal. All students who withdraw or are dismissed from class/classes are required to contact the Financial Aid Office within 5 days from the date of official withdrawal.

Following completion of official course withdrawal, requests for refunds will be approved according to the following:

- Tuition: Students who officially withdraw or are dismissed prior to the end of the 6th calendar day of the semester will receive 100% tuition refund. No refund of tuition will be given thereafter.

- Fees: All applicable course and school fees (examples include laboratory, technology, library, health services, testing fees etc.) are non-refundable after the start of the first day of the semester according to the academic calendar. Residence room charges/fees (private and non-private) are not refundable after the first day of the semester according to the academic calendar.

Return of US Department of Education Title IV Financial Aid

A student who withdraws or is terminated from the program and received financial aid from Federal Title IV funds will have their federal financial aid refunds calculated as per federal regulations.

The refund policy is in accordance with the requirements of 34 CFR 668.22, code of Federal Regulations, which determine the amount of federal aid that has been earned and how much aid must be returned to any Title IV program by the student and the school.

When a student withdraws from the program the amount of Title IV assistance that has been earned will be determined by the official withdrawal date and a specific formula calculated by Federal Title IV regulations. If the student received less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than the amount earned, the school and/or the student must return the excess funds. There are some Title IV funds that may have been scheduled for a student during a payment period that cannot be disbursed after the student withdraws because of other eligibility requirements.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30 percent of their clock hour period, the student earns 30 percent of the assistance they were originally scheduled to receive. Once the student has completed more than 60 percent of their clock hour period, the student earns all the assistance that they were scheduled to receive.

The order of repayment of Title IV funds is:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal PELL Grant
5. State Grant
6. Private Aid
7. The student

Please note a student who received a refund of financial aid prior to withdrawing from TRHSHS may owe a repayment of financial aid funds received. The student will be contacted by the Student Accounts Office and will be given 30 days to repay the funds to TRHSHS. If you have any questions about Federal Title IV program funds, you may contact the Financial Aid Office, or the Federal Student Aid information center at 1-800-4-FED-AID.