

Refund Policy

Withdrawal Procedure and Policy for the Return of Title IV /State/Institutional Funds

Withdrawal Process:

A student who wants to withdraw after classes have started for the semester initiates the process with the Office of Student Affairs to indicate that he/she is withdrawing. The official date of withdrawal is the date the student contacted the Office of Student Affairs OR the midpoint of the semester if the student leaves without notifying the institution OR the student's last date of attendance at a documented academically related activity. This policy applies to students who withdraw from all of their classes for the semester or are suspended.

Students who withdraw prior to the beginning of the academic term or during the drop/add period shall be refunded 100% of tuition, fee and room charges and assessed an early withdrawal fee of \$150 as well as a room cancellation fee of \$150 if living in campus housing.

Students who withdraw from the University entirely according to the process described above are eligible for a partial refund of tuition and fee charges according to the following schedule:

Week Number	Refund Percentage	Charge Percentage
Week1	100%	0
Week 2	75%	25%
Week 3	50%	50%
Week4	25%	75%
Week 5 and after	0%	100%

Room and board charges are prorated on a weekly basis up through the 60 percent point of the semester. After this point there is no refund for room and board.

Application fees, laboratory fees and other course fees are not refundable after the add/drop period.

Return of Federal Title IV Funds

The federal government mandates that students who withdraw from all classes may keep only aid earned up to the time of withdrawal. This policy applies to all students who received Title IV funds (Direct Loans, Direct PLUS loans, Federal Pell Grants, Federal SEOG, and TEACH) and withdrew from all their classes prior to completing 60% of the semester for which the aid was provided. A student earns their federal aid on a pro-rated basis and is not considered to have earned 100% until they attend past the 60% point of the semester.

The return of federal title IV funds policy is a pro-ration of earned versus unearned financial aid. The earned financial aid percentage is determined by dividing the days attended in the semester by the total days in the semester with an allowance for any scheduled breaks that are 5 or more days in length (i.e., student withdraws on the 5th day of the semester which has 110 days, $5/110 = 5$ percent earned). Subtracting earned aid from aid that was awarded and disbursed gives you the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The student may be billed by the University of Mount Union for any account balance created when the University is required to return funds. The balance due would be the result of tuition charges that are no longer being covered by the unearned aid or unearned aid that the student received in a refund check. The calculation must be performed within 30 days from the student's withdraw date. A school must always return their portion of any unearned Title IV funds within 45 days of the date the school determined the student withdrew.

Under the Return of Federal Title IV funds policy, the programs are reimbursed in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. PLUS Loan
4. Grad PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. TEACH Grant

Withdrawal dates are determined in one of the following ways, depending on the situation:

1. The date the student notifies the Office of Student Affairs or another office on campus.
2. The date the student is officially dismissed from the University.
3. The last date of documented academic attendance.
4. In the case of unofficial withdrawals, it is the mid-point of the period of enrollment or last date of documented academic attendance.

A Post-Withdrawal Disbursement

A student qualifies for a post-withdrawal disbursement if their earned aid is more than the amount disbursed to them. The Office of Student Financial Aid will notify the student in writing via email or letter of their qualification for a post-withdrawal disbursement. The student has 14 days from the date of the letter to accept or decline the post-withdrawal disbursement. In the event the Office of Student Financial Aid does not receive a response from the student within 14 days, the post-withdrawal is forfeited. A school must offer any post-withdrawal

disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of the date the school determined the student withdrew. The Office of Student Financial Aid recognizes if a student withdraws and is entitled to a post-withdrawal disbursement it will be applied to charges still owed to the University, and any excess will be refunded to the student.

Return of State Grant Funds

In addition to calculating all Title IV funds the student received, we calculate state funds according to the State Refund Policy.

Institutional Grants or Scholarships

Institutional Financial Aid is earned based on the tuition refund schedule.

Week Number	Percent of Institutional Aid Earned
Week1	0%
Week 2	25%
Week 3	50%
Week4	75%
Week 5 and after	100%

Adjustments

After the proper refund/repayment to Title IV, state, and institutional funds are determined, then adjustments are made to the student's award. Adjustments are reflected in the Office of Business Affairs final billing, and notification is sent to the student.

Refund Appeal Process

If a student believes that individual circumstances warrant exceptions from published refund policies, they should appeal the decision by sending a written letter of appeal to the Vice President for Academic Affairs, University of Mount Union, 1972 Clark Ave., Alliance, OH 44601.

Other Information

The Comprehensive Deposit. A comprehensive deposit is required of all new students. It serves to guarantee payment of possible residence hall damage, library fines, laboratory breakage, and other charges not paid when billed. The unassessed balance of this one-time deposit is refundable when leaving the University of Mount Union permanently.

The Transcript Fee. The transcript fee is charged for each transcript issued. Financial obligations to the University must be met before transcripts are issued.

Student Employment Forms. All students who will be working at the University must complete the following forms in the Office of Human Resources before the actual work begins in order to receive their payroll checks: Form I-9, Form W-4 and Form IT-4. To complete the I-9 Form one must have a valid U.S. Passport or two other forms of identification (valid driver's license and Social Security Card or birth certificate).