

## **Washington & Jefferson College**

### **Refund Policy for Students Who Withdraw or Leave**

Students who withdraw or take a leave from the college during a semester will be eligible for a refund only if the schedule outlined below results in an overpayment of the account.

Students who withdraw or take a leave and are eligible for a refund will receive a prorated credit for unused tuition, fees, and board only. Once a student accepts a housing assignment and occupies the room, the entire room charge for that semester becomes the student's responsibility.

Recipients of financial aid who are eligible for a credit should be aware that adjustments could be made in their financial aid awards that would reduce the amount of any refund they receive. Washington & Jefferson College is responsible for the administration of all applicable federal funding based on federal guidelines. If a student receives Title IV federal financial assistance, which includes SEOG and Pell Grants, and Perkins, Stafford, and PLUS Loan funds, the College will calculate the return of funds based upon these guidelines.

Once the requirements governing the application and return of Title IV federal financial assistance have been satisfied, students who have been determined to be eligible for a prorated refund of tuition, fees, and board will receive credit based on the following schedule:

- 100% of the charges, less an administrative fee and the forfeiture of the advance deposit, should the student withdraw or leave before the end of the add/drop period;
- 90% of the charges should the student withdraw or leave within the first week after add/drop is completed;
- 50% of the charges should the student withdraw or leave between the first week after add/drop is completed and 25% (in time) of the semester;
- 25% of the charges should the student withdraw or leave between the end of the first 25% (in time) and 50% (in time) of the semester; or
- None after the mid-point (50% in time) of the semester has been completed.

Board will be credited on a prorated basis.

Should the prorated credit result in an overpayment of the student's account, a refund check payable to the student will be issued and mailed to the home address of record.

Prorated charges and aid resulting in a balance due to the College will be due and payable in full within 30 days of the withdrawal date.

### **Refunds for Enrolled Students**

Refunds of credit balances on student accounts will be made only after any applicable state or federal financial aid has been received, and the combination of payments and financial aid results in an overpayment. There will be no refunds made based upon pending payments or financial aid.

Credit balances created by federal Title IV financial assistance will be automatically refunded unless a signed Permission to Retain Credit Balance Form is on file in the Business Office. In order to receive refunds for all other credit balances, students will be required to provide a written request to the Business Office. Unless specified in writing by the student, checks will be mailed to the home address of record.