

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: **Student Refund Procedure**

Number: 4.034.1

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Departments of  
Responsibility: Vice President of Business Affairs  
Dean of Students

Authorization Signature:

Anne S. Crook  
President

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## I. Purpose

To provide guidelines for the refund of tuition and the return of Federal Financial Aid.

A student's withdrawal date is defined as the last date of attendance in class. In circumstances where the last date of attendance cannot be determined, the official withdrawal date will be the date the student began the official withdrawal process or provided official notification to the institution of his or her intent to withdraw.

A Federal Financial Aid recipient who does not officially withdraw from the College and no official LDA can be determined will be considered as having completed 50% of the semester for calculating the amount of aid to be returned to the Federal Government based on Section III and will not be eligible for a refund based on the College's refund policy as outlined in Section II.

## II. College Refund Policy

To receive a refund of tuition charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours.

The refund percent is based on the Last Date of Attendance on the Drop/Add form. Tuition will be refunded at the following rate

### REFUND PERCENT

100%  
100%  
0%

### WITHDRAWAL OR CREDIT HOUR REDUCTION

Before class begins  
During Drop/Add period  
After Drop/Add period

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### III. Return of Federal Financial Aid

A student's Federal Financial Aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester. Federal Financial Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Stafford Loans.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

Percent of earned aid:

$$\frac{\text{Number of days attended in the semester}}{\text{Total number of days in the semester}}$$

Federal Financial Aid must be returned to the Federal Government based on the percent of unearned aid using the following formula:

$$\text{Aid to be Returned} = (100\% - \text{percent of earned aid}) \times \text{the amount of Federal Financial Aid disbursed}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his/her behalf less any refund that the student is eligible for under Section II. **Therefore, a student who does not complete at least 60% of a semester may owe a repayment to the College and/or the Federal Government for the amount of unearned Federal Financial Aid.**

A student who owes the College will not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. A student who owes the Federal Government will be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.