

REFUNDS

Tuition Refund

Dunwoody participates in the U.S. Department of Education Student Aid programs and the Minnesota Financial Aid Program and complies with federal and state regulations which require the College to have a fair and equitable refund policy. Institutional refund calculations are based on one of the following policies:

Refunds for students who withdraw from a course or courses (but not complete withdrawal) during the first five school days of the semester will receive a 100% refund for the course. There is no refund for individual courses withdrawn after day five.

Minnesota State Grant

The amount of a MN State Grant that a student may be eligible for has a different value available for each number of credits enrolled. For example: the same student may qualify for \$856 if enrolling in 15 credits but only \$604 if enrolled for 14 credits. Students who are considering reducing their schedule during the drop/add period (first five school days of the semester) to less than 15 credits are strongly encouraged to visit the Financial Aid Office for information about how awards may be impacted.

Complete Withdrawal From All Courses

Under federal law, Dunwoody must calculate a Return of Title IV Funds for students receiving federal financial aid; which includes the Pell Grant, SEOG, Subsidized Direct Loan, Unsubsidized Direct Loan, and Parent Direct PLUS Loan. Although those funds, upon disbursement, are applied in full to a student's account, the student earns his or her Title IV funds by attending classes and Dunwoody may be required to return all or a portion of those funds upon withdrawing from all courses. The amount earned by a student has no relationship to the student's incurred institutional charges.

- **Date of Withdrawal Determination**

The date of official withdrawal is determined through notification by the student of intent to withdraw, by the student's Program Manager/Dean, and/or attendance records showing the last date the student attended class or completed academically related activity. The financial aid date for processing the return of funds is the official notification date of withdrawal from the Registrar's Office.

- **Student Initiated Withdrawal:** Students who want to withdraw from all classes must notify their academic program manager/dean, who will submit a Complete Withdrawal form on behalf of the student.
- **Institution Initiated Withdrawal:** Dunwoody reserves the right to terminate the enrollment of students. Reasons for termination include, but are not limited to: non-attendance/no contact; frequent absences or tardiness; academic dishonesty; unsatisfactory academic progress and pace (completion) rate; aggressive, harassing, or discriminatory acts against other students or employees; failure to pay tuition by stated deadlines; failure to follow school procedures and policies; intentional damage to school property or theft, insubordinate acts against faculty or other Dunwoody employees. The withdrawal date used will be the last date of academic attendance or academically related activity. The date of determination (notification date) will be within 14 days of the withdrawal date.
- **Unofficial Withdrawal:** If a student does not complete the withdrawal process but is absent for 14 days, they will be

withdrawn from the college. The withdrawal date used will be the last date of academic attendance or academically related activity.

- **The Federal Pro Rate Refund Calculation**

If the student has attended less than 60% of a term, a pro rate schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal based on the number of days attended. If the student has attended 60% or more of a term, the student is considered to have earned 100% of the Title IV funds.

- **Example:** Student attends 44 days of a 124 day term, the student will have earned 35.5% of their Title IV aid. This would result in a return of approximately \$1032 of a \$2908 Pell grant disbursement. This same example would lead to all funds distributed from the Subsidized and Unsubsidized loans being returned.

- **Refund calculation**

Dunwoody's Financial Aid Office will divide the number of calendar days attended by the total number of calendar days in the semester, less any scheduled break of 5 days or more. The resulting percentage will then be multiplied by the total federal funds that were disbursed. This calculation determines the amount of aid that the student is allowed to keep. The unearned amount of aid is returned to the federal government. If in this calculation the student is required to return funds due to funds already disbursed (overpayment), the student will be notified. The calculation is completed within 30 days of the notification date with all funds being returned within a 45 day maximum time period.

- **Total Federal Fund Calculation** – In this calculation the total amount of Federal Pell Grant and SEOG will be included, the net for Direct Subsidized Loans, Direct Unsubsidized Loans and Direct Parent PLUS Loans. Federal Work Study will not be included in the return calculation.
- **Late Arriving Funds** – If a student withdrew during a subsequent payment period, and aid for a previous payment period is received, the funds are not included in the return calculation. Late disbursements may be made if the conditions for those disbursements are met.
- **Post-Withdrawal Disbursements** – If a student withdrew before all Title IV aid was disbursed, the student may be eligible for a post-withdrawal disbursement. The amount will be determined by following the requirements for calculating earned Title IV aid and has no relationship to the student's incurred institutional charges. Any post-withdrawal disbursements will be made from available grant funds before available loan funds. A school is permitted to credit a student's account with the post-withdrawal disbursements of grant funds without permission from the student up to the amount of outstanding charges. In the case of post-withdrawal disbursements from federal loans funds, confirmation will be obtained from the student before any funds are disbursed. The information provided in the notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and will be provided within 30 days of the date of determination that the student withdrew.

- Based on this calculation, a withdrawing student may owe larger payback to Title IV fund sources than what is calculated as the institutional refund amount. Dunwoody is required by law to make these paybacks to the appropriate Title IV program, so the student

may owe money to the College after all refunds and returns are calculated.

- In the case of prolonged illness or accident, death in the family, or other serious circumstances that make it impractical to complete the program, the student should contact the Office of the Dean of Students as soon as possible to initiate discussion on the return of financial aid funds.
- The date of withdrawal determination is explained further on page 45 of this handbook.

Refund Calculation

Dunwoody provides tuition and fee refunds based on the following chart and process:

- Determine the tuition and fee refund percentage (Find the refund percentage from the following chart):

Fall and Spring Semesters (16 weeks)

Semesters	Refund Percentage
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	40%
Week 5	30%
Week 6-16	0%

J Term

Semesters	Refund Percentage
Week 1	100%
Week 2	0%
Week 3	0%

Summer Session (8 weeks)

Semesters	Refund Percentage
Week 1	100%
Week 2	75%
Week 3	50%
Weeks 4-9	0%

- Students new to Dunwoody who completely withdraw by the end of week two, will be eligible to receive a full tuition refund.
- To compute amount of refund, multiply the net tuition, technology fee, learning technology fee and activity fee by the refund percent.
- Subtract an administrative fee (the lesser of \$100 or 10% of tuition) from the calculated refund to get the net amount of refund.

The above percentages were derived by determining the amount of time spent attending classes.

Timeline for Processing Refunds

Any monies due to an applicant or student will be refunded within 30 business days of cancellation, failure to appear on the first day of class, dropping classes within the first five days of the semester, complete withdrawal, or termination. All financial aid must be fully refunded before any refund can be made to the student.

Distribution of Refunds and Repayments

For federal financial aid, the calculation multiplies the percentage by the total federal funds that were disbursed (either to the student's Dunwoody account or directly by check) for the semester. This calculation determines the amount of aid that the student is allowed to keep. The unearned amount of aid must be returned to the federal government.

Refunds on behalf of Student Financial Assistance (SFA) recipients are distributed in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. PLUS Direct Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other SFA Programs

After required financial aid adjustments are made to all financial aid sources, any money owed to Dunwoody, including unpaid tuition and fees and materials, will be billed to the student.

Federal Loan Default

Federal loan default will keep students from receiving any financial aid until the default has been resolved. Students who are in default on their federal student loans must clear any defaults on the federal loans and provide proof of such before being allowed to enroll at the College regardless of the intended payment method.

MN Office of Higher Education Refund Calculation

Introduction and Purpose of the Policy

Dunwoody College of Technology, consistent with federal and state law, will calculate refunds for all state financial aid programs when a student completely withdraws from school, or for the MN State Grant and SELF Loan programs, if the student drops below minimum enrollment level for those programs. This calculation is to be used by schools charging students by the term or payment period. (Note: Refunds are never required for the State Work-Study Program).

Determining Amount of Net Refund

1. Amount of financial aid and cash received to date for the term including any post-withdrawal disbursements of Title IV financial aid applied to institution charges. If funds exceed the original institutional charges¹ for the term, enter the amount of original institutional charges only.
2. Subtract amount of original institution charges for the term the school can retain per its institutional policy.
3. = GROSS REFUND
If gross refund is less than or equal to zero, then no refund is due state financial aid programs.
4. Subtract amount of institutional share of any required refund for Title IV financial aid programs from Step 5, Box O of Return of Title IV Funds Refund Worksheet. Enter 0 if no Title IV refund is due.
5. = NET REFUND
If net refund is less than or equal to zero, then no refund is due state financial aid programs.

¹ The state adopts the definition of institution charges used for federal Title IV aid programs under 484B of the Higher Education Act of 1965 as amended and 35 CFR 668.22.

Determining Proportional Share of Net Refund for Distribution to Non-Title IV Aid Programs

All non-Title IV financial aid that is received to date during the student's program, and for the current aid year, including any funds disbursed to the student for living expenses will be included in the refund calculation when a student totally withdraws from school. These funds can include state funds, institutional and private scholarships, or any other forms of non-Title IV aid. Work-Study awards are not included.

Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Dunwoody will return unearned TA funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending.

Fall and Spring Semesters (16 Weeks)

Semesters	Refund Percentage
Week 1-2	100%
Week 3-4	75%
Week 5-8	50%
Week 9-10 (60% of course is completed at 9.6 weeks)	40%
Week 11-16	0%

J Term

Semesters	Refund Percentage
Week 1	100%
Week 2	0%
Week 3	0%

Summer Session (8 Weeks)

Semesters	Refund Percentage
Week 1	100%
Week 2	75%
Week 3-4	50%
Week 5-6	40%
Week 7-9	0%