



**TUITION FEES (Cont.)**

The student withdrawal form must be properly completed and signed by the student prior to a tuition refund check being issued. Students must personally sign for the refund check at the time it is picked up.

Federal Title IV Return of Unearned Funds

1. Federal law now specifies how a school must determine the amount of federal financial aid\* that a student earns if he/she withdraws, drops out, is dismissed or takes a leave of absence prior to completing more than 60% of a payment period.
2. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.
  - A. **Percent earned** = Number of clock hours completed up to the withdrawal date\*\* divided by total clock hours in the payment period or period of enrollment
  - B. **Percent unearned** = 100% minus percent earned
3. When a student receives federal financial aid in excess of earned aid,
  - A. The school returns the lesser of:
    1. Institutional charges multiplied by the unearned percentage, or
    2. Title IV federal financial aid disbursed multiplied by the unearned percentage
  - B. The student returns:
    1. Any remaining unearned aid not covered by the school
    2. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.
4. The student can be billed for funds the institution is required to repay

\*Federal financial aid includes the federal Pell Grant, federal Supplemental Opportunity Grant (SEOG), federal Stafford Loans (subsidized and unsubsidized), federal PLUS Loans for parents and Talent Incentive Program (TIP) grants.

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**CROSS-REFERENCE:** Policy FD, Student Residency  
Student Handbooks

**NOTE:** The Southwest Technology Center Board of Education reserves the right to enter into reciprocity agreements with other bordering technology centers to accept adult students at resident tuition rates. Such agreements are entered into annually.

**Adopted:** January 1994 as policy S-113, policy S-114, and policy S-115

**Revised:** November 1995  
August 13, 2001  
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