

**REFUND OF CHARGES POLICY and
RETURN OF FINANCIAL AID FUNDS POLICIES**

A student who officially withdraws during (begins, but does not complete) a term may be entitled to an adjustment to the tuition charge, depending on the date of withdrawal. A withdrawal (official or otherwise) also affects financial aid eligibility. A student using scholarships, grants, or loans to help pay educational expenses, whose account was paid-in-full prior to withdrawal, is likely to owe the University after withdrawal. If a tuition adjustment results in a credit balance, the student can elect to receive a refund of the credit balance, or leave the balance on the student account for use in future terms. Withdrawal procedures are coordinated by the deans of the College and the Schools of Business.

REFUND OF CHARGES POLICY

A withdrawing student receives a tuition refund according to the following schedule. This schedule applies to a student who drops courses, as well as to a student who withdraws. Room rent is non-refundable. Unused meal plan funds are refunded on a weekly pro-rata basis. There is no adjustment for mandatory fees after the first day of class. Fees for individual music instruction courses are refunded on the same basis as tuition. Parking registration fees are not refundable if the decal has been placed on the vehicle. Tuition, fees, room rent, and related charges are not refunded for findings of responsibility within the undergraduate student judicial review process. Return of Title IV funds are handled in accordance with federal law.

Schedule of Adjustments for Withdrawal, Fall or Spring Semesters Refunded	Percentage of Total Tuition to be Refunded
Withdrawal before classes begin	100% of tuition, less deposit
Withdrawal during first week of classes	90%
Withdrawal during second week of classes	75%
Withdrawal during third week of classes	50%
Withdrawal during fourth week of classes	30%
Withdrawal during fifth week of classes	20%

Schedule of Adjustments for Withdrawal, Summer Terms Refunded	Percentage of Total Tuition to be Refunded
Withdrawal during first three class days	100%
Withdrawal on fourth day of classes	75%
Withdrawal on fifth day of classes	50%
Withdrawal on sixth day of classes	25%
Withdrawal after sixth day of classes	0%

Students are responsible for officially dropping courses to be eligible for a tuition adjustment. Not attending a registered course, of failure to pay for a course, does not release a student from financial obligation. The Office of Financial and Accounting Services calculates the refund of charges, and has available an example of the application of the University Refund of Charges Policy. If charges originally paid by financial aid funds are no longer covered after financial aid funds are returned to the programs, the student is responsible for the remaining balance.

RETURN OF TITLE IV PROGRAM FUNDS POLICY

The 1998 amendments to the Higher Education Act (HEA) of 1965 (Section 484B), and subsequent regulations issued by the United States Department of Education (34 CFR 668.22), establish a policy for the return of Title IV, HEA Program grant and loan funds for a recipient who withdraws. Wake Forest University does not have a leave of absence policy that would either exempt any student from the requirements of the Return of Title IV Funds policy, or extend federal student loan deferment benefits. Title IV Funds subject to return include the following aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq & Afghanistan Service Grant, Teacher Education Assistance for College & Higher Education Grant, Federal Perkins Loan, Federal Stafford Loan (subsidized and unsubsidized), and Federal PLUS Loan.

The percentage of the term completed is determined by dividing the total number of calendar days comprising the term (excluding breaks of five or more consecutive days) into the number of calendar days completed. The percentage of Title IV grant and loan funds earned is: (1) up through the 60% point in time, the percentage of the term completed, (2) after the 60% point in time, 100%.

The amount of Title IV grant and loan funds unearned is the complement of the percentage of earned Title IV funds applied to the total amount of Title IV funds disbursed (including funds that were not disbursed but could have been disbursed).

If the amount earned is less than the amount disbursed, the difference is returned to the Title IV programs. If the amount earned is greater than the amount disbursed, the difference is treated as a late disbursement in accordance with the federal rules for late disbursements.

Unearned funds, up to the amount of total institutional charges multiplied by the unearned percentage of funds, are returned by the University; the return of Title IV Program funds may be rounded to the nearest dollar for each aid source. The student returns any portion of unearned funds not returned by the University.

Institutional charges (costs) include tuition and required fees, on-campus room rental, and on-campus meal plan.

The federal Return of Title IV Funds policy requires that federal aid be considered as first applied toward institutional charges, regardless of other non-federal aid received.

A student (or parent for PLUS loans) repays the calculated amount attributable to a Title IV loan program according to the loan's terms. If repayment of grant funds by the student is required, only fifty percent of the unearned amount must be repaid. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the University or the Secretary of Education's overpayment collection procedures.

Funds returned are credited in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Teacher Education Assistance for College & Higher Education Grants, and other Title IV funds for which a return of funds is required.

The Office of Student Financial Aid calculates the amount of unearned Title IV grant and loan funds, and has available examples of the application of this federal policy and a copy of the relevant Code of Federal Regulations section (CFR 668.22).

RETURN OF NON-TITLE IV PROGRAM FUNDS POLICY

A student who drops to less-than-full-time enrollment within the timeframe to drop a course without penalty (as published in the academic calendar) loses eligibility for all institutional aid for the entire term. Full-time enrollment for purposes of institutional aid is twelve or more hours each semester.

The Office of Student Financial Aid calculates the amount of non-Title IV program funds to be returned to the various programs when a recipient withdraws. The return of non-Title IV Program funds may be rounded to the nearest dollar for each aid source.

Return of funds to various state and private aid programs is determined by specific program rules. If rules allow, state and private loan funds are returned before gift funds. State and private funds may be retained in amounts necessary to satisfy the student's remaining University charges or adjusted need, whichever is larger.

Awards from institutional funds for which all disbursement requirements have not been met by the student prior to withdrawal are canceled, and no disbursements are made.

Upon withdrawal, an adjusted estimated cost of attendance (COA) is established in two parts. For an on-campus student, the first part equals the adjusted tuition and room rental charges and the standard allowance for books and supplies; the second part equals pro-rated estimates (by weeks) of meal, transportation, and personal living expenses. For an off-campus student, the first part equals the adjusted tuition charge and the standard allowance for books and supplies; the second part equals pro-rated estimates (by weeks) of room, meal, transportation, and personal living expenses.

If the adjusted COA is greater than the full semester expected family contribution (EFC), the student retains institutional aid (in the same mix of initially-awarded gift and loan), up to the amount required to meet the adjusted need and not exceeding the initial amount(s). **The EFC represents a best estimate of a family's capacity (relative to other families) to absorb, over time, the costs of education. For a withdrawing student, the full EFC is expected to support educational expenses incurred, prior to any support from aid programs.** For purposes of this calculation, a student who receives only merit-based institutional gift is considered to have an EFC equal to the full semester COA minus the amount of that gift. The order in which each institutional fund is reduced is determined on a case-by-case basis by the aid office, with the guiding principle being the return of funds to University accounts most likely to be needed by other students.

A student who withdraws after receiving a cash disbursement must repay Wake Forest scholarship funds up to the amount of Title IV funds that the University must return. Fines and other incidental charges not included in the financial aid COA are solely the responsibility of the student. Required returns of funds to all financial aid programs are made prior to the refund to the student.