

## *2018-2019 REFUND and RETURN OF TITLE IV FUNDS POLICY*

The following fees paid to Bethany Global University prior to or upon enrollment are **non-refundable**:

- **Application fee**
- **Required materials fees**
- **\*Funds donated by a church/private scholarship toward the student's school fees** (refunds are made directly to the church/scholarship fund; tax law prohibits such money being refunded to an individual)
- **Late room deposit fee**
- **Room deposit** (For new students, the room deposit is non-refundable until the first day of class of the student's first semester. The student must attend the first day of class, after which he or she can receive a refund of the room deposit.)

The following fees paid to Bethany Global University prior to or upon enrollment are **non-refundable after the 100% refund period of the semester** (see the Refund Schedule for specific dates – next page)

- **Parking Fee** for the semester in which the withdrawal takes place. If you paid for the entire year, payment for an unattended semester will be refunded in full.
- **Facilities and Equipment Fee**
- **Student Services Fee**
- **Retreats Fee**
- **Student Life Fee**
- **Technology Fee**
- **Student Resource Center Fee**
- **Financial Services Fee**
- **Payment plan processing Fees**
- **Parkway Plan medical coverage**
- **Graduation Fee**
- **Senior Activity Fee**
- **Critical Thinking Software Fee**
- **Coaching Fee (TEM majors)**

The following fees paid to Bethany Global University are **refundable according to the refund schedule** (next page):

- **Room deposit for student and children's rooms**  
The room deposit is refundable if the student is no longer attending BGU and the following conditions are met:
  - Their dorm room passes inspection
  - They have followed official exit procedures
  - The student does not owe an unpaid balance to the university
  - For new students, the room deposit is non-refundable until the first day of class of the student's first semester.
  - Students on a leave of absence do not receive a room deposit refund unless they withdraw.
  - The university reserves the right to retain all or part of the room deposit if any of these conditions for refund are not met in full.
- **Tuition and Room & Board** (including optional Meal Plan Add-ons)  
Student accounts are credited for tuition and room & board according to the refund schedule, based on the time of the semester in which the student withdraws or is dismissed.

- **Refund of Board After a Meal Plan Exemption for Medical Reasons is Approved**  
Students approved for a Meal Plan Exemption for medical reasons after the start of a semester are eligible for a pro-rated credit on the board costs paid. Board consists of one half of the total room & board cost. The credit is calculated based on cost of board for the entire semester, divided by the number of weeks in the semester. The student is credited for each full week remaining in the semester, starting with the Monday after the Meal Plan Exemption goes into effect. Credit is not given for partial weeks.

### Calculating Your Official Withdrawal Date

The student's official withdrawal date is the last date of attendance in a class period, according to class attendance records.

**It should be noted that if a student does not attend any class period for 5 straight days on which class was held, it is considered an automatic withdrawal from school.** For example, if class is held on a Friday and the following Monday and the student does not attend any class period on either day, this would count as 2 straight days because class was not held on Saturday or Sunday.

The official withdrawal date is the last day of having attended a class period prior to their 5 straight days of absence. If a student has a valid reason for missing 5 straight days of class, approval must be given by the Student Life Department and advanced notice must be provided to the Registrar's Office.

### Refund Schedule

Amount of Credit for Refundable Costs	Fall 18/19 Dates	Spring 18/19 Dates	Summer 18/19 Dates
100%	Before 9/3/18	Before 1/22/19	Before 5/13/19
75%	9/3/18 – 9/9/18	1/22/19 – 1/27/19	5/13/19 – 5/19/19
50%	9/10/18 – 9/16/18	1/28/19 – 2/3/19	5/20/19 – 5/26/19
25%	9/17/18 – 9/23/18	2/4/19 – 2/10/19	5/27/19 – 6/2/19
0%	After 9/23/18	After 2/10/19	After 6/2/19

### Payments Due to the University Upon Withdrawal or Expulsion

#### Room & Board during the 100% Refund Period

Enrolled students who leave school for any reason during the 100% refund period are charged \$40/night to cover the costs of room & board during this time. Weekends and holidays are not charged. This amount is deducted from any refund due to the student.

#### Paying Your Debt to the University

Funds paid by the student are returned to the student only when payments made have cleared **and the student's outstanding bills due to the university have been paid in full.**

Students with unpaid balances are expected to continue making payments to the university until his or her debt is paid in full. Therefore, all credits are first applied to any unpaid balances on the student's account. Once all outstanding bills are paid, any remaining funds are refunded to the student.

#### Understanding This Policy

Your education (like a car, rent, and purchase of a home) is an expense typically set up on a payment plan. The plan is a legally binding contract, in which the purchaser takes possession of an item prior to having paid for it in full, but agrees to pay for it in installments. Payment plans "buy time" for the person making the purchase, allowing them to have the benefit while paying for it.

You would be expected to continue making payments on your car, even if you decided to park it in a garage instead of driving it, or got into a crash and totaled it. Likewise, even if you leave

school early for any reason (including expulsion), you still have an obligation to continue making payments to the college in order to meet the financial responsibilities you agreed to take on.

## **Returning Title IV (federal student financial aid) Funds Disbursed to the Student's Account**

### ***Federal Pell Grants and Federal Student Loan/Parent (PLUS) Loans***

If a student withdraws from school during the semester, a portion of the total amount of federal Title IV aid disbursed to the student may need to be returned to the government.

The portion is pro-rated based on the percentage of time the student was enrolled in school that semester. This is calculated using the student's official withdrawal date (see previous page).

For example, students who remain enrolled for 10% of a semester will have 10% of the Title IV aid for the semester applied to their balance. In this example, the remaining 90% of Title IV aid must be returned to the government.

Students who remain enrolled for 60% or more of a semester are eligible for 100% of the Title IV aid to be applied to that semester. It is to the student's advantage to continue attending class up to and including the following dates:

***60% of the semester is completed by the following dates:***

<b>Fall 18/19</b>	<b>Spring 18/19</b>	<b>Summer 18/19</b>
10/29/18	3/13/19	7/11/19

## **Returning Excess Title IV Funds Disbursed to the Student Directly**

If a student receives Title IV aid in excess of what BGU has billed them, it is given to the student in the form of a check from the BGU Finance Office. If the student withdraws or is dismissed prior to the 60% semester completion dates, a portion of this excess aid must be returned to the government. The student is notified and billed by BGU for any of these excess financial aid funds that must be paid back.

When students withdraw, BGU must return the amount of Title IV aid for which it is responsible to the Department of Education, as soon as possible but no later than 45 days after the date of BGU's determination that the student withdrew. If a student is scheduled to receive Title IV aid in excess of what BGU has billed them, this excess aid will be used toward the amount that must be returned to the Title IV Program(s), rather than being given to the student. If this excess aid has already been given to the student in the form of a check, the student may be required to return all or a portion of it back to the university. The student will be notified of and billed for any financial aid funds that must be returned.

Student loan funds are to be repaid according to the terms of the loan. Funds will be applied first to the Title IV loan program and then the Title IV grant programs in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- The student

*Important: Federal Work College Awards are only disbursed for the accumulated hours a student has worked their Practical Training assignment, up to the time of his/her withdrawal.*

## Returning Institutional Funds

### ***BGU Tuition Scholarship, Practical Training Financial Aid, and Other Discounts and Scholarships from BGU***

Non-federal funds that are provided by the university are earned and recalculated based on the proration policy as described for federal aid funds, with the exception of the PT Tuition Scholarship. PT Tuition Scholarship disbursements are only made for the accumulated hours a student has worked up to the time of his/her withdrawal.

### **Post-Withdrawal Disbursements (PWD) of Financial Aid *Federal Pell Grants***

If it is determined that a student had been scheduled to receive Federal Pell Grant funds which had not yet been disbursed to them by the time of their withdrawal, BGU will apply those funds, before loan funds to any outstanding balance due on the student's account and then fees, room, and board up to the amount of the outstanding charges.

A student's permission is not required by law in order for the college to take this action for the current school year. However, the student/parent's authorization must be obtained before crediting his or her account for previous year charges.

BGU must give to the student any amount of a PWD of grant funds that is not credited to the student's account as soon as possible but no later than 180 days after the date of the student's official withdrawal date.

### **Post-Withdrawal Disbursements (PWD) of Financial Aid *Federal Student Loans/Parent (PLUS) Loans***

Written notification is sent to the student/parent by BGU within 30 days of the student's official withdrawal date. This notification from BGU includes:

- A request of the student/parents for confirmation to disburse the loan funds
- A confirmation deadline of 14 days or more
- The type and amount of the loan funds to be credited to the student's account or to be disbursed to the student directly in the form of a check from BGU.
- Notification that the student or parent may not receive the loan funds as a direct disbursement if BGU chooses to credit the student's account instead.
- An option to accept or decline the PWD.
- A notice of obligation for the student/parents to repay the loan funds, regardless of whether they were applied to the student's account or given to the student in the form of a check.

The student or parent must confirm the receipt of this communication before the college can make any post-withdrawal disbursement of ***loan funds***.

### **Title IV Credit Balances**

All Title IV credits (Federal Student Aid funds that exceed the charges the college has billed to the student) are placed on hold once the institution determines that a student has withdrawn or been dismissed. A check is sent from the BGU Finance Office, in the amount of any credit balance due to the student, within 14 days after all federal refunds have been calculated against the student's account.

### **Credit Recipients**

Since the university has an enrollment agreement with the student (*and not parents or other financial supporters*) all refunds due to a withdrawing or dismissed student are made out to the student, regardless of who made the original payments (except for funds given by churches or private scholarship funds), and are sent by check directly to the student within approximately two weeks of withdrawal or dismissal.