

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

**AREA:** Student Affairs

**NUMBER:** Policy 4.17

**SUBJECT:** Student Refunds

1. **General**

Refunds are made on tuition, room/board, and fees. No refund will be made to any student who leaves during the year without executing a Notice of Withdrawal. [Cross reference with Policy 2.14: *Withdrawal from the College*]. All withdrawals must be recorded in writing in the Office of the Registrar and be approved by the Vice President for Academic Affairs before refund amounts are calculated.

2. **Refunds Due to Student Withdrawals**

The following information relates to students who withdraw during a semester/term.

A. Guidelines for Calculating Refunds

Refunds for students who withdraw from all coursework within a semester/term are based on the following formula:

<b><u>For withdrawal during Fall and Spring Semesters:</u></b>	<b><u>Refund Credit:</u></b>
<b><u>1st week</u></b>	<b><u>100%</u></b>
<b><u>2nd week</u></b>	<b><u>75%</u></b>
<b><u>3rd week</u></b>	<b><u>50%</u></b>
<b><u>4th week</u></b>	<b><u>25%</u></b>
<b><u>5th week</u></b>	<b><u>0%</u></b>

<b><u>For withdrawal during Online and Summer Terms:</u></b>	<b><u>Refund Credit:</u></b>
<b><u>Registration day and the next day</u></b>	<b><u>100%</u></b>
<b><u>3rd day</u></b>	<b><u>75%</u></b>
<b><u>4th day</u></b>	<b><u>50%</u></b>
<b><u>5th day</u></b>	<b><u>25%</u></b>
<b><u>6th day</u></b>	<b><u>0%</u></b>

All refunds, when applicable, will be computed from the date the student officially notifies the registrar in writing of intention to withdraw. [Cross reference with Policy 2.14: *Withdrawal from the College*.]

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

### B. Distribution of Refunds for Students who Receive Financial Assistance.

Refund amounts for students financial assistance recipients will be distributed according to the federal law and regulations [34 CFR section 668.22] and will be distributed in the following order:

- 1) Unsubsidized FFEL/direct Stafford loan
- 2) Subsidized FFEL/direct Stafford loan
- 3) Perkins loan
- 4) FFEL/direct plus loan
- 5) Pell grant
- 6) FSEOG
- 7) Other title IV programs
- 8) State sources of financial aid
- 9) Private sources of financial aid
- 10) Institutional sources of financial aid
- 11) The student

### 3. **Refunds Due to a Credit Balance**

When a student has a credit balance, the Office of Business Affairs pays the credit balance directly to the student no later than 14 days after the credit balance appears on the student's account. In case of a PLUS loan executed by a parent, the credit balance is paid directly to the parent. An exception to payment of refunds is made when the College has the student's written permission to hold credit balances on his/her account.

No cash refunds will be made for any portion of a Blue Mountain College institutional or endowed scholarship in excess of the total billed amount. Funds awarded as such will be applied to the student account only to bring the account balance to zero. [Cross reference with Policy 2.32: *Student Scholarships*.]

### 4. **Refunds Due to Schedule Changes**

Tuition and fee adjustments can only be made provided the student makes a change in his/her class schedule within the semester's/term's adjustment period. These deadlines are published on the annual academic calendar. All schedule changes must be recorded in writing in the Office of the Registrar before refund amounts are calculated.

### 5. **Refunds Due to Student Death**

Upon knowledge of the death of a student, ALL charges for the current term will be reversed for that student. Refunds of federal or state funds will be in accordance with federal/state law and regulations. In the case of personal funds, the refund will be made to the parents, spouse, or estate of the deceased student.

# BLUE MOUNTAIN COLLEGE

---

## POLICIES AND PROCEDURES

### 6. Refunds Due to Vacating Student Housing

When a student vacates student housing during a semester but remains enrolled at the College, there will be a prorated charge per day based on the date the student makes appropriate notification to the Office of Student Services and actually vacates the residence hall. [Cross reference with Policy 4.14: *Residential Life and Campus Housing Requirements.*]

SOURCE: Board of Trustees: July 01, 2016 (Executive Committee); February 28, 2014; October 03, 2008; February 29, 2008; June 19, 2006