Withdrawal/Refund Policy

Traditional and Summer

In order to comply with Federal regulations, Central Christian College of Kansas maintains a fair and equitable refund policy.

Withdrawing from a course (not the term)

When a student withdraws from a course and not from the term the add/drop date will determine what is charged. The following schedule outlines the dates by delivery method:

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Add/Drop Date</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Fall/Spring Terms</td>
<td>1-8 days</td>
<td>no charge</td>
</tr>
<tr>
<td></td>
<td>8-10 days</td>
<td>80% charge</td>
</tr>
<tr>
<td></td>
<td>11 days</td>
<td>100% charge</td>
</tr>
<tr>
<td>Summer Term (on-line)</td>
<td>4 calendar days</td>
<td>100% charge</td>
</tr>
</tbody>
</table>

Withdrawing from the Entire Term (all courses)

Traditional Fall/Spring/Interterm

Withdrawal and Effective Dates

1. **Official Withdrawal** – occurs when a student completes a withdrawal form in the Student Development Office. The last day attended (LDA) will be the date the form is completed. The Date of Determination for refund purposes will be the same as the LDA- the date the student completes the form.

   **Student Procedures**
   1) Obtain withdrawal form from the Student Development office

   2) Obtain the required signatures from the following offices: Student development, Registrar, library, Activities Supervisor, Financial Aid, and the Business Office.

   3) Return the completed form to the Registrar’s Office

   4) Check out of the dorm with the Resident Director.

2. **Unofficial Withdrawal** – occurs when a student ceases to attend classes without notification of intent to withdraw from the program or when the student otherwise indicates that they plan to withdraw and fails to follow through with the written notification. The LDA will be the last day of class participation in class. The Date of Determination for refund purposes will be the date that the institution
becomes aware that the student stopped attending and is no later than 14 calendar days after the LDA, except in extenuating circumstances.

Withdrawal Procedures
1. The Financial Aid Office receives official withdrawal notification.

2. The Return to Title IV and Institutional Refund Calculations are completed by the Financial Aid Office.

3. The Financial Aid Office requests the Business Office to post the refund calculation and print checks.

4. The Business Office makes any refunds due to the appropriate account, lender, agency, or to the student.

5. Financial Aid requests any post-withdrawal disbursement due to the student.

6. The Withdrawal Calculations and final bill are sent to the student.

Institutional Refund Policy
In order to comply with Federal regulations, Central Christian College of Kansas maintains a fair and equitable refund policy.

1. If withdrawal occurs within the first 60% of the term or payment period, a prorata adjustment will be made to the student’s account. Beginning with the day following withdrawal, the number of days remaining in the term are divided by the total number of days in the term (beginning with the first full day of classes and ending with the last day of final exams) to determine the percentage of the adjustment. Scheduled breaks of five class days or more are excluded.

2. If withdrawal occurs after the first 60% of the term or payment period, no adjustment or refund is due.

3. When a student withdraws from Central Christian College, all state awards, and awards from outside sources will be credited to the student’s account using the same percentages calculated above. If an outside agency allows, a larger percentage or the entire award may be used by the student to pay adjusted charges.

Return of Title IV Funds
A withdrawing student who has received any Title IV Federal Student Aid will be subject to the refund policies and procedures mandated by the United States Department of Education. In regulating refunds, the Department of Education requires the College to calculate earned and unearned federal aid using the same method and
attendance dates as stated above. The percentage of the enrollment period completed is then applied to the total Title IV aid that could have been disbursed during that period to determine the amount of Title IV that has been earned by the student. Unearned federal aid must be returned to the original sources, whether it has been credited to the student’s account or disbursed directly to the student.

Return of Title IV Funds Distribution
Whenever the Department of Education’s procedures result in a return of a student’s Title IV awards, the restored amount must be returned to the appropriate program sources in the following order: 1) Unsubsidized Federal Stafford loans, 2) Subsidized Federal Stafford loans, 3) Unsubsidized Direct Stafford loans, 4) Subsidized Direct Stafford loans, 5) Federal Perkins loans, 6) Federal PLUS loans, 7) Direct PLUS loans, 8) Federal Pell Grants, 9) Academic Competitiveness Grants, 10) National Smart Grants, 11) Federal Supplemental Educational Opportunity Grants, 12) Federal Teach Grants, and 13) Iraq Afghanistan Service Grants.

Refunds Distribution
If the Institutional Refund calculation results in a refund due, the amounts are first restored in the order listed above in Return of Title IV Funds Distribution, and then in the following order: 1) Other Federal aid, 2) State aid, 3) Private aid, 4) Institutional aid, and 5) Student.

Timeframe for Refunds
All refunds due will be paid in full within 45 days of the Date of Determination.

Return of Title IV Funds from the Student
1. If the student is required to return unearned Title IV loan funds, those SFA loan funds will be returned in accordance with the terms of the loan.

2. If the student is required to return unearned Title IV grant funds, the original amount calculated is reduced by 50%. If the original amount calculated for an individual grant overpayment is $50 or less, it is considered de minimus, and does not have to be repaid.

3. When a return of Title IV funds is due from the student, the school is responsible for notifying the student of the amount owed, for billing the student, and for collecting the overpayment. Until the grant overpayment has been repaid, the student is ineligible for further Federal financial aid funds, and must be reported as being in overpayment status.

For additional assistance write: Financial Aid Office, Central Christian College, 1200 S Main St., PO Box 1403, McPherson, Kansas 67460-1403 or call 1-800-835-0078 ext. 387.