# ALMA COLLEGE

# TA Refund Policy

Alma College follows the MOU requirement of returning any unearned TA funds on a proportional basis through at least the 60 percent portion of the semester for which the funds are provided. TA funds are earned proportionally during an enrollment period based on the amount of time the student is enrolled, with unearned funds returned based upon when a student stops attending.

DEFINITION
These policies apply only to students who completely terminate their enrollment or stop attending classes before completing more than 60 percent of the enrollment period (term). This policy does not apply to students who withdraw from individual courses, unless all courses are eventually dropped.

- The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled.
    - o Example: A student who withdraws in the second week of classes has earned less of his/her / financial aid, including TA funds, than a student who withdraws in the sixth week.
    - o Once 60% of the semester is completed a student is considered to have earned all of his/her financial aid, including TA funds, and will not be required to return any funds.
- TA funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded.
- When a student withdraws from all of his/her courses, for any reason including but not limited to medical withdraws, he/she may no longer be eligible for the full amount of TA funds that he/she were originally scheduled to receive.

**IMPORTANT NOTE:** The Return of TA Funds regulation does not dictate the institutional refund policy. The calculation of TA funds earned by the student has NO relationship to the student's incurred institutional charges. (Institutional policy can be found at http://www.alma.edu/live/files/600-2014-15-academic-catalog under "Academic Policies" section, this policy is only applied to institutional grants, scholarships, awards, and charges)

**WITHDRAW AND RETURN PROCESS**
1. Determining the withdraw date: A student's withdraw date is used to calculate the amount of TA funds to be returned. The withdraw date is defined as the earlier of 1) the date the student began the withdraw process or officially notified the institution of the intent to withdraw or 2) the student's last date of documented attendance at an academically related activity.

Official Withdraw - The withdraw date used in the return calculation of a student's TA funding is the actual date indicated on the withdraw form. If this date is in question the financial aid office will then reach out to faculty to verify last class activity/attendance.

Unofficial Withdraw - If a student stops attending, and fails to officially withdraw from classes, the student is considered to be an unofficial withdraw.

To determine unofficial withdraws we obtain a report from the registrar's office at term end which identifies students who have no passing grades. We determine the last date of attendance by contacting faculty to see if they can provide the last date of attendance or academic activity for their class. This will be the date used. If a last date of attendance can't be determined the school will use the midpoint of the term as the withdraw date.

If there is no proof of attendance beyond the 60% point of the term, the student is considered an unofficial withdraw and a refund calculation is performed.

Section 484B (c) of the HEA makes it clear that the determination of a student's withdraw date is the responsibility of the institution. Therefore, the institution, not the student, must document a student's attendance at an academically related activity. A student's certification of attendance that is not supported by documentation by the institution would not be acceptable documentation for the student's last date of attendance at an academically related activity." (section 668.22 (c ) in the Discussion, Federal Register 34 CFR Part 668, 6682, and 685, Student Assistance General Provisions and FFELP and Direct Loan Program, Final Rule)

2. Refunds on all institutional charges, including tuition and fees, will be calculated using the refund policy published in the Alma College Catalog and will be calculated and determined by the Student Financial Services Office.

3. TA funds earned is prorated up to and including the 60% point in the semester. After that point in time TA funding is considered 100% earned. Therefore, there are 3 points of proportional basis: (1) before the term starts – 100% returned as no aid is earned; (2) any time from start of class to the 60% day – prorated amount; see calculation below; (3) any time after the 60% day – 0% returned as all aid is earned.

EXCEPTION: If the course or courses are not for the full length of the semester (ex. 1st 7 weeks class in fall term), see the section below regarding Module Courses)

a) Percentage of TA funds earned is calculated as follows:
# of days completed/total # of days in term* = % TA funds earned

Example: Student withdraws on the 60th day of classes = 60 days completed/120 days in the term* = 58.8% earned aid

* Total number of calendar days in a term of enrollment excluding any scheduled breaks of more than five days. (This will be the case in winter term – no breaks in fall exceed five days)

b) The percentage of unearned TA funding is 100% minus the percent earned.
Example: 100% - 58.8% = 41.2% unearned TA funds to be returned

c) Unearned aid will be returned first by Alma College from the student's account calculated as follows: Total institutional charges X percent of unearned TA funds = amount to be returned to the Military Department

4. Refunds and adjusted student statement bills will be sent by the Financial Services office to the student's preferred address on file with the Registrar's office following a withdraw. Students are responsible for any portion of their institutional charges left outstanding after TA funds are returned and all other aid that may have be adjusted.

5. Module Courses A student is a withdraw for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdraw that he/she will attend a module that begins later in the term. If the school obtains this confirmation of future attendance but he/she does not return as scheduled, the student is considered to have withdrawn from the payment period or period of enrollment. The student's withdraw date and total number of calendar days in the payment or enrollment period would be the initial withdraw date.

6. Reversal of unearned TA funds calculation: If a student, who was previously determined to be subject to an unearned TA funds calculation, has a change in status, such as a grade change, a recalculation may be completed, reversing the initial calculation. The circumstances that would qualify for a reversal of the calculation include:

      a) Grade change from F or I to a D or better in the same academic year

      b) If a withdrawn student returns to school within the same payment period or period of enrollment for a term based program offered in modules.

7. Institutional and student responsibilities in regard to unearned TA funds:

Alma College

      a. Providing each student with the information given in this policy.

      b. Identifying students affected by this policy and completing the return of unearned TA funds calculation.

      c. Informing the student of the calculation results and of any balance owed to Alma College as a result of a required return of funds.

      d. Returning any unearned TA funds that is due to the military department

Student

      a. Review the R2T4 policy and understand how a complete withdraw affects eligibility for Title IV aid

      b. Understand the return process of disbursed Title IV program funds when it is determined to be unearned.

15-week semester
1st week 90%
2nd week 85%
3rd week 80%
4th week 70%
5th week 65%
6th week 60%
7th week 50%
8th week 45%
9th week 40% (60% course completion)
10th and later no refund