

Montgomery College Refund Policy for Tuition and Fees
Treatment of Title IV Funds when Students Withdraw
2009-2010

Refund Policy (all students)

To obtain a refund of tuition and fees upon withdrawal from Montgomery College (MC), students must complete the appropriate procedure specified by the Office of Admissions and Enrollment Management. The effective date of a dropped course or complete withdrawal will be the date when written notification is received by the Admissions Office. Refunds of tuition and fees are calculated from the date the student withdraws from a class or classes.

100% refunds of tuition and fees are issued for courses canceled by the College due to insufficient enrollment.

Tuition and Fee Refunds
Fall/Spring/Summer semesters

The refund deadline date is equivalent to 6% of the number of times a course meets. Refunds are paid at 100% for courses dropped on or before the date printed on the confirmation. There are no partial refunds for courses dropped after that date.

For students involuntarily withdrawing from the College, refunds are prorated based on the total amount of expired course time after the first week of classes. A withdrawal is involuntary if it results from one of the following:

- 1). Entering involuntarily on active duty into the armed services;
- 2). Illness of the student or in the immediate family of the student;
- 3). Death of the student or in the immediate family of the student; and
- 4). Involuntary transfer/change in work hours by the student's employer which precludes continued attendance.

Treatment of Title IV Funds when Students Withdraw

Students awarded Title IV financial aid must earn their aid by attending classes. When students completely withdraw from school or stop attending school during a semester, the school must follow rules established by the federal government to determine the amount of financial aid earned.

- When students receive more Title IV funds than they have earned, the unearned portion must be returned to program accounts.
- When students have not received all of their earned Title IV funds, they may still receive disbursements of this aid.
- In order to maintain a semester SEOG award, students must stay enrolled in at least one class past the 6% date (MC last date for refund) for the

classes in which they registered. If students withdraw from all classes prior to their 6% dates, SEOG will be cancelled for that semester.

Title IV funds include the following programs:

Federal Pell Grant
Federal Academic Competitiveness Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Perkins Loan
Federal Stafford Loans (subsidized and unsubsidized)
Federal PLUS Loans
Federal TEACH Grant

The school and the student share responsibility for returning unearned Title IV aid.

- The school returns unearned Title IV funds that have been paid to the school to cover the student's institutional charges.
- The student returns unearned Title IV funds that he or she received from loan and/or grant funds.

Returning Title IV funds to program accounts after the 100% tuition and fee refund period ends may cause students to owe charges to the school. Students must make arrangements with the Student Accounts Receivable Office to pay the debt.

Calculating Earned and Unearned Title IV Aid

If a student leaves MC prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If students earn less aid than was disbursed, MC is required to return a portion of the funds and students are required to return a portion of the funds.

If students earn more aid than was disbursed, MC owes them a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

MC must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loans

Subsidized Federal Stafford Loans

Federal Perkins Loans

Federal Parent (PLUS) Loans

Federal Pell Grants for which a Return of funds is required

Federal Academic Competitiveness Grant

Federal Supplemental Opportunity Grants for which a Return of funds is required

Federal TEACH Grant (*subject to determination from Federal regulations)

Montgomery College uses the SCT Banner "Return of Title IV Funds" program to calculate earned and unearned Title IV aid when students withdraw from school. The software follows the format of the U.S. Department of Education's (ED's) recommended calculation worksheets for credit hour programs.

Period of Enrollment Dates for Academic Year 2009-2010

Fall 2009 semester:

Start 8/3/2009

End 12/20/2009

Spring 2010 semester:

Start 1/25/2010

End 5/16/2010

Allowable Institutional Charges

Institutional charges for the period of enrollment (the semester) are tuition and required fees. Montgomery College is a commuter school and does not charge students for room and board.

The cost of books is considered an institutional charge for the purpose of calculating earned and unearned aid when the student uses an MC Book Credit to purchase books at an MC bookstore. Students are not able to use their Book Credits of Title IV aid to pay for books outside of the MC bookstores. If the

student does not purchase books with an MC Book Credit, the cost of books is not an institutional charge.

Example of Calculating Earned and Unearned Title IV Aid

Mary is an associate degree student at Montgomery College. She was awarded \$4,425 in Title IV aid for the Fall, 2009 semester. Her aid was disbursed. She received:

\$2,625	Federal Pell Grant
\$1,750	Federal Stafford Loan

The semester is 15 weeks, or 107 days. For personal reasons, Mary withdrew on September 30, after completing 31 calendar days of the semester. She completed 29% (31 divided by 107) of the enrollment period.

- Because she completed 29% of the semester, she also earned 29% of the Title IV aid the school awarded her for the semester.
- This means that Mary earned \$1,283 in Title IV aid ($\$4,425 \times 29\%$).
- It also means that she didn't earn 71% of her aid.
- As a result, \$3,142 ($\$4,425 \times 71\%$) is unearned aid that was disbursed and must be returned to Title IV program accounts.

Federal funds must be returned in a specific order – first to Title IV loans, and then to Title IV grants. In this case, \$1,750 will be returned to David's loan and \$1,392 will be returned to his Pell Grant. If the school used any of the \$3,142 to pay Mary's institutional charges, that portion of the money will be returned to Mary's lender and to the Pell Grant program. If Mary received any of the \$3,142 in a refund check, she will repay the loan portion when she enters repayment on the entire loan. The Pell portion will be repaid either to the school or directly to the U.S. Department of Education.