

# REFUND POLICY

Fees will be recalculated and appropriate adjustments made for students who register and then find it necessary to drop a course before the end of the allowable schedule change period. **No refund will be made for a reduction in credit hours after the last day to drop during the schedule change period.** Students who formally withdraw from the university or cancel their registration before the end of the allowable schedule change period will be entitled to a complete (100%) refund of all registration fees. Students withdrawing from **ALL** courses after the end of the allowable schedule change period will be entitled to a **pro-rated** refund of the tuition, fees, and other elective charges. The proportion refundable is determined by the date of withdrawal and is equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance, up to the 60 percent point in time of the semester.

Refunds are issued by BankMobile Disbursements on behalf of Columbus State University. All students will be issued a Refund Selection Kit within three weeks of their first registration. More information can be found at <http://bankmobiledisbursements.com/refundchoicessso/>.

All students receiving financial assistance who formally withdraw or who stop attending all classes are subject to regulations regarding the return of funds to the appropriate aid program.

Refunds are applied in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Federal TEACH Grant
8. Iraq Afghanistan Service Grant
9. Other Title IV Programs
10. HOPE Scholarship
11. Other Non-Title IV Programs

**Note:** *The student must return unearned aid for which he/she is responsible by repaying funds to the applicable aid program.*

The following steps are performed in refund determination:

1. Determine the student's Title IV aid and HOPE for the term
2. Calculate the percentage of Title IV aid and HOPE earned
3. Determine the amount of Title IV aid and HOPE earned by the student
4. Determine the total Title IV aid and HOPE to be returned
5. Determine the amount of unearned Title IV aid and HOPE due from the school
6. Determine the amount of unearned Title IV aid and HOPE due from the student

*Examples are available in the Financial Aid Office, University Hall.*

All non-resident fees, matriculation fees, and other required fees paid for the semester will be refunded in the event of the death of a student at any time during a semester. A separate refund schedule will be in effect during summer terms. Students who do not formally withdraw, those suspended for disciplinary reasons, or those who leave the university when disciplinary action is pending are not eligible for a refund of

any portion of any fee. Refunds will be released within two weeks of withdrawal or adjustment to records.

## Students Using Military Tuition Assistance

In order to clarify the returning of Department of Defense (DOD) funding for qualifying students who withdraw from Columbus State University, please see the information below. This is applicable to students who formally withdraw from all courses for a semester. No refund will be made for individual courses dropped after the last day of the designated schedule change period.

When a student using military tuition assistance withdraws from their DOD-approved courses, the return amount to the DOD shall be based on a pro-rata percentage as described above. The proportion refundable is determined by the date of withdrawal and is equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance, up to the 60 percent point in time of the semester.

The University System of Georgia's Board of Regent's policy 7.3.5.1 can be found at: [http://www.usg.edu/policymanual/section7/C453/#p7.3.5\\_refunds](http://www.usg.edu/policymanual/section7/C453/#p7.3.5_refunds) ([http://www.usg.edu/policymanual/section7/C453/#p735\\_refunds](http://www.usg.edu/policymanual/section7/C453/#p735_refunds))