Refund Policy, Requirements for Withdrawal and Return of Title IV Funds

UNIVERSITY OF NORTHWESTERN ST. PAUL

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See the University Catalog: unwsp.edu/web/registrar/University-catalog

Refund of Tuition and Fees *Excerpt from University Catalog*

If a student withdraws from a course after class begins, a tuition refund is determined as of the withdrawal date.

If a student withdraws from the University, the refund amount is determined as of the date a completed student termination notice is filed in the Student Development Office. Board and room payments are refunded in proportion to the time the student has been in residence. Within a month after termination, the student will receive either a bill or refund check. An account balance that is not paid in full within sixty days is transferred to University Accounting Service (UAS) for future monthly billing. The student account must be paid in full before transcripts or a diploma can be released. Questions may be directed to Student Accounts at 651-631-5352 or StudentAccounts@unwsp.edu. There is no charge for a second half-semester course cancelled during the first half of the semester.

Refund Policy - In the event that a student withdraws from the University, there is a calculation to determine what portion(s) of financial aid will be returned to the respective aid programs. The Financial Aid Office will determine this. **SEMESTER REFUND / QUAD REFUND – see University catalog chart.**

See Student Handbook: theROCK.unwsp.edu *Community Life → Student Handbooks & Policies → Traditional Undergraduate Student Handbook*

Requirements and procedures for official withdrawal:

TERMINATION OF ENROLLMENT excerpt from Student Handbook

- When a student voluntarily terminates enrollment during a semester, the student will be required to check out by using the Student Termination Notice Form. This form may be obtained from the Student Development Office (N4106). Enrollment and fees continue until the completed form has been forwarded to the Registrar's Office (N2134). If the termination process is not completed, the student forfeits the $200 tuition deposit.
- When involuntary termination occurs during a semester, the date of termination will be considered the date of the last period before the decision to terminate. The student is not required to complete the Student Termination Notice form.
- When a student terminates enrollment, student records are frozen until arrangements have been made to fulfill financial obligations to the University.

Refund of Title IV funding (Federal/State Student Aid)

In the event that a student withdraws during the semester, the Financial Aid Office will run a calculation to determine if any of the financial aid that the student received for the semester must be returned back to the funding programs. The calculation of refunds is directed by Federal and State Government regulations – so the requirement to return unearned portions of financial aid is required.

Federal Refunds (R2T4= Return of Title IV funds) is driven off of the number of days a student has been in attendance. If a semester is 115 days long and the student withdraws on the 30th day, the student has earned 26% of the federal aid, which means – the University will have to return 74% to the programs. In the event a student is considering withdrawal, the student can inquire at the Financial Aid Office what the impact of withdrawing at a certain time in the semester. If the student withdraws past the 60th percentile of the semester – no Federal Funds will be required to be returned.

Minnesota State Grant refunds are calculated based on the refunds of aid back to Federal and Institutional Aid and the proportion that is required to go back to the State Grant program. Because the formula isn't as straightforward as the Federal refund, the refund will be calculated at the time of withdrawal.

Institutional Aid refunds are calculated based on the tuition refund table. If a student gets back 20% of tuition, the University will take back 20% of the institutional aid that the student is receiving. So if the student withdraws at a time that there is no tuition refund – no institutional aid will be returned to the University.

Student should contact the Financial Aid Office regarding these policies.