

## REFUND POLICIES



## **SOUTH UNIVERSITY REFUND POLICIES**

### **Institutional Refund Policy**

#### **Refund of Tuition**

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines\*:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application.
2. A tuition adjustment results when a student officially changes enrollment status (fulltime to part time, part time to less than part time or part time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.
3. Savannah campus: Refunds for students withdrawing from all classes will be based on the following guidelines: [a] students completing no more than five (5) percent of instructional time will receive a ninety-five (95) percent of tuition refund; [b] students completing more than five (5) but no more than ten (10) percent of instructional time will receive a ninety (90) percent of tuition refund; [c] students completing more than ten (10) percent but no more than twenty-five (25) percent of instructional time will receive a seventy-five (75) percent of tuition refund; [d] students completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time will receive a fifty (50) percent of tuition refund; [e] students completing more than fifty (50) percent of instructional time will receive no refund of tuition. The refund policy for students in South University's online programs is identical to the refund policies stated above for the Savannah campus. Fully online students only have one add/drop period in the first session of their quarter. Students who are starting their second session may change classes if there is no net change in the number of credits. Any student wishing to change the number of credits registered, regardless of the point in their quarter, must submit a request to their Academic Advisor. The student is responsible for consulting with Financial Aid to determine any implications of the course load adjustment
4. West Palm Beach, Tampa, Montgomery, and Columbia\*\* campuses: Students who withdraw from all attended classes during the first week of the quarter are entitled to a refund of 75 percent of the tuition paid for the quarter. A refund of 50 percent will be made if withdrawal occurs during the second week after the scheduled date classes are to begin. Students who withdraw during the third week will be refunded 25 percent. Students who withdraw after three weeks have elapsed from the scheduled beginning of classes will be entitled to no refund of any part of the tuition paid that quarter.

\*\* Columbia campus: For students attending the University for the first time and who withdraw from the institution, a prorate refund calculation shall be applied up to 60 percent point in time of that initial term. Prorate refund is a refund for a student of not less than that portion of tuition, fees and other charges assessed the student equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed the lesser of five percent or one hundred dollars. Should a student withdraw from the institution, any amount of refund must first be returned to the Title IV, HEA program funds, including the Federal Pell Grant program, and then to other sources of aid up to the full amount received from the program.

### **Return of Title IV Funds**

For Title IV (federal financial aid) recipients who withdraw from attendance, the college is mandated by federal regulation to determine the amount of Title IV funds the student has earned at the time the student ceases attendance. The amount earned is based on the amount of calendar days in the term completed by the student, divided by the number of calendar days in the same term, excluding any scheduled breaks of at least five (5) consecutive days.

The amount earned is based on the amount of time the student has spent in attendance and is not related to the student's institutional charges. The amount of Title IV funds earned is based upon a proportional calculation through sixty (60) percent of the term attended. The college will use the following steps in order to determine the amount of Title IV a student who withdraws has earned:

1. Determine the date of withdrawal and determine the percentage of payment period (term) attended by the student.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement can be made if the student is eligible for a "late disbursement." If the amount disbursed exceeds the amount earned, the excess Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the college and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs. Examples of Return to Title IV and refund calculations may be obtained through the office of financial aid.

### **Allocation Order of Refunds**

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Federal Pell Grants
6. Federal SEOG
7. Other assistance awarded to the student under programs authorized by Title IV
8. Required refunds to other Federal, State, private, or institutional student financial assistance received by the student
9. To the student

### **Official Withdrawal Procedure**

To withdraw officially from the institution, students must contact the office of the registrar to provide notification of their intention to withdraw in writing. The effective date of the withdrawal cannot be earlier than date of the written contact with the registrar's office. Fully online students must contact their Academic Advisor to officially withdraw from school.