

made before eligibility for a refund is determined. If there is a balance due resulting from the adjustments, you are responsible for payment. If you received a credit balance refund of Pell Grant or Supplemental Opportunity Grant prior to the total withdrawal, you may be required to repay any unearned amount. Late disbursements of financial aid will be limited to the appropriate earned aid eligibility. In no case will funds attributable to the University be refunded to students after total withdrawal.

Institutional and Student Responsibilities Pertaining to the Return of Title IV funds

The University's responsibilities include:

- (a) providing each student with information about the refund policy, including samples of the aforementioned refund calculations;
- (b) identifying students affected by the policy;
- (c) completing the Return of Title IV funds calculation for those students;
- (d) returning Title IV funds that are due Title IV programs, as well as all other funds, according to policy.

The student's responsibilities include:

- (a) returning to the Title IV programs any funds that were disbursed directly to the student, and that the student was determined to be ineligible for, via the Return of Title IV funds calculation;
- (b) cooperating with UIndy in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant because of the withdrawal;
- (c) returning his or her share of unearned aid attributable to a loan under the terms and conditions of the promissory note;
- (d) making payment to the University for any student account balance that results from the adjustments to the account.

Students Who Drop Courses

During the first week of classes only, the following students will be eligible for a 100% refund of tuition and other fees (except for nonrefundable fees). No refunds will be made for individually dropped courses after the first week of classes.

- Day division students who drop below full-time enrollment (twelve credit hours per semester).

- Students who drop "extra" hours for which they have been charged.
- Students enrolled exclusively in evening division courses who drop courses.
- Part-time students who drop hours.

Students enrolled in accelerated courses will receive a 100% tuition refund for courses dropped only during the first week of **each session** of a term. Specifically, a student enrolled in an accelerated course will **not** receive a tuition refund if the student attends a class meeting during the second week of the course **or** fails to drop the course before the second week of the class.

For purposes of the policy on dropped courses, a week of enrollment runs through Friday of the first week of the semester. Your financial aid is finalized at the end of the 100% refund period of each semester/session based on your enrollment status at that time. Those who receive Federal Direct Loan and/or Parent Loan funds and maintain at least half-time enrollment at the end of the 100% refund period will receive a tuition refund from dropped courses after unpaid charges have been paid. You must maintain at least half-time enrollment to automatically receive subsequent disbursements of a Direct Loan or Parent Loan for the academic year.

For those who receive the Higher Education Award, Freedom of Choice Grant, and/or 21st-Century Scholar Award, the following refund policy applies when dropping classes:

If a student drops (rather than withdraws from) a class during the first week of a semester/session and falls below full-time status, the student is not eligible for these state awards and the funds will be returned to SSACI. (However, the student's eligibility for part-time grants will be calculated, and, if eligible and if funds are available, the student may be awarded a part-time grant.)

If a student withdraws from a class after the first week of a semester, no refund of tuition will be given. Therefore, no adjustment to state grant funds will occur unless the student is no longer at a full-time status during the first four weeks of the semester.

Note: SSACI Part-time Grant

The part-time grant program is subject to the same refund policy rules as the other SSACI programs. You must be enrolled in a minimum of three hours per semester to qualify for this award. If you drop hours during the first week of the semester/session, the part-time grant will be recalculated based on enrolled hours.

Procedure to Secure Refunds

If you wish to drop courses, you must contact your Key Advisor within the first week of classes to secure a drop slip. Refunds are calculated and any monies due you are issued generally within the following two weeks.

Students Who Change to Commuter Status

Semester I: If you remain enrolled at UIndy but cancel your housing contract during the month of July, you will forfeit the housing deposit and incur a \$50 cancellation fee. If you cancel housing during the first two weeks of August, you will forfeit the housing deposit and incur a \$100 cancellation fee. Students canceling housing contracts through the first day of classes will forfeit the housing deposit and incur a \$200 cancellation fee. Those canceling housing contracts after the first day of classes will forfeit the deposit and incur a 40% room and board charge of the annual (both fall and spring semester) room and board cost for the living unit.

Semester II: Those who enter the University as new students at the beginning of Semester II must observe the following cancellation policy. New students to the University as of Semester II who cancel their contract during November will forfeit the housing deposit and will incur a \$50 cancellation fee. Students who cancel housing during the first two weeks of December forfeit the housing deposit and incur a \$100 cancellation fee. Students canceling contracts up to the first day of class forfeit the housing and incur a 40% room and board charge for the remaining days left in the academic year.

Students who remain a student at the University (who attended during Semester I) and cancel their housing for Semester II incur a 40% room and board charge of the annual (both fall and spring semester) room and board cost for the living unit.

Students withdrawing from the University or canceling their residence hall contract must notify Campus Life (317-788-3530). Students who have financial aid must contact the Office of Financial Aid, as an adjustment in the financial aid package may be necessary.

Questions? Contact the Office of Financial Aid, 1400 East Hanna Avenue, Indianapolis, IN 46227, (317) 788-3217, <http://www.uindy.edu/financial-aid>.

Refund

Policy

2011-12

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Office of Financial Aid

Students who change their enrollment or residency plans may be eligible for a refund of tuition, fees, room, or board charges. The following refund policy outlines the circumstances under which a refund is applicable and the steps necessary to securing a refund. Full or partial refunds may be given to students who do not enroll, drop courses, withdraw from the University, or change to commuter status.

Students Who Do Not Enroll

Students who do not complete the registration process for either the first or second semester are eligible for a full refund of any tuition, fees, room, or board charges with the exception of the admission application fee and tuition and housing deposits. Financial aid that has been awarded is canceled and returned to the aid source, including loans attributable to periods of nonenrollment.

New students who decide not to enroll should provide written notice to the Office of Admissions. If appropriate, that office will initiate requests for refunds of tuition and housing deposits and institutional charges paid. A full refund of tuition and housing deposits is given through May 1. These deposits are 50% refundable from May 1 to July 1. After July 1, tuition and housing deposits are not refunded.

Returning students must send written notice to the Registrar's Office that they will not enroll, and must then contact the Accounting Office to initiate a request for tuition, fees, room or board, and/or refunds of tuition and room and board deposits, if applicable. Resident students must contact Campus Life to cancel room reservations and initiate housing deposit refunds. A full refund of housing and tuition deposits is given through mid-May. The tuition and housing deposit is 50% refundable from mid May to June 30. After June 30, tuition and housing deposits are not refunded.

No refund of tuition, room, or board is made to a student who chooses not to attend the three-week Spring Term. If a resident student is enrolled in an approved off-campus course outside the city, the student's instructor will initiate a request for a refund of board charges.

Students Who Withdraw

UIndy has adopted the following refund policy for students who withdraw totally from the University. The policy conforms to the Federal Return of Title IV Funds (Section 668.22) regulations of the 1998 changes to the

Higher Education Amendments. Title IV funds refer to subsidized and unsubsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal SEOG and TEACH Grants. Federal work-study funds are excluded from the refund calculation.

If you find it necessary to withdraw from UIndy before the end of a semester, the process begins in the Registrar's Office, where an official date of withdrawal is determined for refund purposes. This policy refers only to students who withdraw from all classes. The section titled "Students Who Drop Courses" is included for students who drop or withdraw from one or more courses but do not withdraw from all classes.

A student's withdrawal date is considered to be:

- (a) the date the student began the University's withdrawal process—that is, completed the withdrawal form in the Registrar's Office—OR
- (b) for students who leave the University without notifying anyone (walk away during the semester), the withdrawal date is the student's last date of attendance at a documented academically related activity, or the midpoint of the semester, whichever is later. If a student fails to officially withdraw, a grade of F is placed on the student's record.

The University can determine a withdrawal date related to extenuating circumstances for a student who (a) left without notification because of extenuating circumstances, or (b) withdrew because of extenuating circumstances but another party gave notification on the student's behalf. Extenuating circumstances include illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The registrar makes the determination in such matters.

When a student completely withdraws after the first week of a semester, any refund for tuition, health fees, activity fees, supervised student teaching fees, physical therapy or occupational therapy fees, BUILD fees, nursing, music, lab fees, art fees, room and meal charges, and cable TV fees will be determined on a per diem basis. The amount charged is based on the percentage of enrollment completed and is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester.

A calendar is developed each year and maintained in the Accounting Office, outlining the percentage of charges assessed each day during the first 60% of the term. There are no refunds (or return of Title IV funds

or nonfederal funds) after the 60% point (October 30, 2011, for Semester I; March 25, 2012, for Semester II). Title IV aid and all other aid is considered to be 100% earned after that point.

The University's refund policy treats all students the same, whether Title IV Federal Aid is involved or not. This policy has been established to be consistent with the federal Return of Funds policy, and, after the 100% refund period (the first week of each semester), calculates institutional charges on a per diem basis up to the 60% point in the semester.

Federal regulation mandates that during the first 60% of the term, a student incrementally "earns" Title IV funds. Aid considered "unearned" is returned to the appropriate source. UIndy's policy treats nonfederal financial aid (including institutional and outside scholarships disbursed through the Office of Financial Aid) in the same manner (see important information about the state grant refund policy in the following section). To receive a 100% refund, a student must withdraw by the end of the first week of the semester. Specifically, for Semester I, notification must be made to the Registrar's Office by 4 p.m. Friday, September 2, 2011, and by 4 p.m. on Friday, January 20, 2012, for Semester II.

The State Student Assistance Commission of Indiana has implemented new refund policy guidelines for those receiving the Higher Education Award, Freedom of Choice Grant, 21st-Century Scholar Award, and part-time grant funds. To be eligible for these awards, you must be enrolled at the end of the first four weeks of a semester. Hence, if you completely withdraw from UIndy before the end of this four-week period, you are not eligible for the state award and the University must return 100% of the semester's award to SSACI. This four-week period ends on September 23, 2011, and February 10, 2012, for semesters I and II respectively.

If you totally withdraw after the first four weeks of the semester, the University will determine how much, if any, of the state grant funds are "unearned" at the time of withdrawal and return the unearned funds to the state grant programs.

To summarize: When you totally withdraw from UIndy, it will be determined how much, if any, of the institutional charges will be refunded, and what amount, if any, of the refund must be returned to the federal Title IV aid programs and the State Student Assistance Commission of Indiana. After the appropriate funds are returned to the federal and state programs, it will be determined how much of the remaining refund, if any,

must be returned to institutional or private aid sources and/or the student.

Nonrefundable Charges

Special fees are nonrefundable and include admission application fees, admission deposit, orientation fees, liability fees, deferred payment fees, and late registration fees. No federal financial aid will be used to cover these fees if a refund is calculated.

Students who fail to observe withdrawal regulations or who are expelled or suspended by UIndy are not usually entitled to refunds, and in no case will the refund be greater than that listed in the refund schedule.

Institutional vs. Noninstitutional Charges

When the refund policy is implemented, the following are considered institutional charges: tuition, health fees, activity fees, BUILD fees, supervised teaching fees, physical and occupational therapy fees, nursing fees, and art and music fees. Lab fees, on-campus room and board charges, and cable TV fees are considered institutional fees as well. All other fees and costs (special fees, books, liability insurance fees, off-campus living expenses, transportation expenses, and the like) are considered noninstitutional costs.

Returning Financial Aid to Accounts

All students who have federal aid will have unearned aid returned, according to the 1998 Return of Title IV Funds Policy (Section 668.22 of the HEA) in the following descending order up to the full amount disbursed:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG
- Federal TEACH Grant
- Other Title IV aid Programs (LEAP, if known)
- Other federal programs; SSACI (state funds)
- Private or institutional aid
- The student

After federal and state aid has been returned to the appropriate accounts according to the federal and state statute, UIndy returns financial aid to other accounts (outside agencies and university) according to the prorated per diem percentage. Any refunds of charges will be applied to your account and all adjustments for aid, loans, fines, and nonrefundable fees or deposits will be