

able fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment. If a student received a credit balance refund of Pell Grant, ACG, SMART Grant, TEACH Grant, or Supplemental Opportunity Grant prior to the total withdrawal, he or she 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 the student after the 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 who are affected by the policy;
- (c) completing the Return of Title IV funds calculation for those students;
- (d) returning Title IV funds that are due the Title IV programs, as well as all other funds, according to the 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 the University of Indianapolis in establishing satisfactory repayment arrangements if it is determined that a repayment is due for a Pell Grant, ACG, SMART Grant, TEACH Grant, or SEOG because of the withdrawal;
- (c) returning his/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 students listed below 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).
- 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 a summer session. A student's financial aid is finalized at the end of the 100% refund period of each summer session based on his or her enrollment status at that time. Students who receive Federal Direct Stafford Loan and/or Parent PLUS Loan funds and who 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. If the student is below half-time enrollment at the end of the 100% refund period, the tuition refund is first applied to any unpaid charges. A student must maintain at least half-time enrollment to automatically receive subsequent disbursements of a Direct Stafford Loan or Parent PLUS Loan for the summer.

#### **Procedure to Secure Refunds**

All students who wish to drop courses must contact their Key Advisor **within the first week of classes** to secure a drop slip. Refunds are calculated and any monies due the student are issued generally within the following two weeks.

### **Students Who Change to Commuter Status**

Students making cancellation requests or withdrawing from the residence hall must notify the Office of Residence Life and the Accounting Office. Students who have financial aid must contact the Office of Financial Aid, as an adjustment in the financial aid package may be necessary.

**Federal refund policies are subject to change at any time. The University of Indianapolis reserves the right to change the refund policies as mandated by federal regulation but will make every effort to notify students whenever such changes are made.**

For more information, please contact the Office of Financial Aid at (317) 788-3217.

# *Refund Policy*

*Summer 2011*

UNIVERSITY *of*  
**INDIANAPOLIS.**

Office of Financial Aid  
1400 East Hanna Avenue  
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UNIVERSITY *of*  
**INDIANAPOLIS.**

*Office of Financial Aid*

## 2011 Summer Refund Policy

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 a student must follow to secure 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 summer session are eligible for a full refund of any tuition, fees, room, or board charges they have paid with the exception of nonrefundable fees. Any financial aid that has been awarded is canceled and returned to the aid source, including loans attributable to periods of non-enrollment.

**New Students:** New students who decide not to enroll at the University should provide written notice to the Office of Admissions.

**Returning Students:** Returning students must send written notification to the Office of the Registrar that they will not enroll.

### Students Who Withdraw

In August of 2000 the University of Indianapolis adopted the following refund policy for students who totally withdraw 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 the following federal financial aid programs: subsidized and unsubsidized Federal Direct Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, and Federal Supplemental Educational Opportunity Grants (SEOG). Federal work-study funds are excluded from the refund calculation.

If a student finds it necessary to withdraw completely from the University before the end of a summer session, the withdrawal process begins in the Office of the Registrar, 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 summer session), the withdrawal date is the student’s last date of attendance at a documented academically related activity, or the midpoint of the summer session, whichever is later. If a student fails to withdraw officially, a grade of F is placed on the student’s record.

The University of Indianapolis can determine a withdrawal date related to extenuating circumstances for a student who (a) left without notification as a result 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 withdraws completely after the first week of a summer session, any refund for tuition will be determined on a per diem basis. The amount charged is based on percentage of enrollment completed and is calculated by dividing the number of calendar days completed by 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 (June 10, 2011, for Summer Session I; July 8, 2011, for Summer Term in Accelerated Program; July 11, 2011, for Summer Semester; and July 29, 2011, for Summer Session II). Title IV aid and all other aid is considered to be 100% earned after that point.

The University of Indianapolis refund policy treats all students the same, whether Title IV Federal Aid is involved or not. The University’s refund 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 summer session) calculates institutional charges on a per diem basis up to the 60% point in the summer semester. Federal regulation mandates that during the first 60% of the term, a student incrementally “earns” Title IV funds. Financial aid that is considered “unearned” is returned to the appropriate source. The University policy treats nonfederal financial aid (including state, institutional, and outside scholarships that are disbursed through the Office of Financial Aid) in the same manner.

To receive a 100% refund a student must withdraw by the end of the first week of the semester. Specifically, for Summer Session I and Summer Semester, notification must be made to the Registrar’s Office by 4 p.m. Friday, May 20, 2011, and by 4 p.m. on Friday, July 8, 2011, for Summer Session II.

A student enrolled in accelerated courses has until the end of the first week of each session to notify the School for Adult Learning.

To summarize: When a student totally withdraws from the University it will be determined how much, if any, of the institutional charges will be refunded. Then it will be determined what amount, if any, of this refund must be returned to the federal Title IV financial aid programs. After the appropriate fund amount is returned to the federal aid programs, it will be determined how much of the remaining refund, if any, must be returned to state, 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 registra-

tion 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 the University are, usually, not entitled to refunds. In no case will the refund be greater than that listed in the refund schedule.

### Institutional Charges vs. Noninstitutional Charges

Regarding the University Refund Policy, the following are considered institutional charges: tuition, activity fee, 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 also are considered institutional fees. 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 Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Perkins Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal ACG Grant
- Federal SMART Grant
- Federal SEOG
- Federal TEACH Grant
- Other Title IV aid Programs (LEAP, if known)
- Other federal, state, private, or institutional aid
- The student

After federal aid has been returned to the appropriate accounts according to the federal statute, the University returns financial aid to other accounts (state, outside agencies, and University) according to the prorated per diem percentage. Any refunds of charges will be applied to the student’s account, and all adjustments for aid, loans, fines, and nonrefund-