

**Columbia College of Nursing, Inc.**

**TITLE**

Tuition Refund, Withdrawal and  
Return of Title IV Funds Policy

**FINANCIAL AID  
POLICIES AND PROCEDURES**

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**Tuition Refund Policy:**

**Fall & Spring Semester Sessions**

All course withdrawals must be done through the Registrar's Office. Students will receive refunds for tuition according to the schedule below, based on the date of official withdrawal. The tuition deposit of \$200 for new students is non-refundable unless the student no longer meets eligibility requirements.

Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Thereafter	No Refund

**Summer Session**

A student requesting withdrawal from the summer session is obligated to pay according to the schedule below, based on the percentage of class hours elapsed, at the time of authorized withdrawal.

0%	100%
25%	50%
More than 25%	No refund

NOTE: In cases where a student has received Federal Student Aid, Columbia College of Nursing may be required to follow the federal refund calculation. In addition, a student receiving aid may be required to return that aid to the provider.

**Withdrawal and Financial Aid Return of Title IV Funds Policy:**

A student is considered to have withdrawn from a semester if the student does not complete all the days in the semester that the student was scheduled to complete. Students who register for classes and subsequently decide to withdraw from the college must officially withdraw through the Registrar's office.

There are three types of refunds and formulas for determining the amount of refund: Columbia College of Nursing tuition refund policy, state of Wisconsin grant refund policy, and the federal "return of Title IV aid" formula derived from the Reauthorization of the Higher Education Act (HEA) of 1965, as amended.

A student who withdraws from the college may be eligible for a refund of a portion, or all the tuition and fees charged for that semester. See our tuition refund policy outlined in our Catalog to determine eligibility for any refund of tuition and fees. Students not receiving federal aid will have their refunds calculated using Columbia College of Nursing's tuition refund policy and the state of Wisconsin grant refund policy, if applicable.

If the student received financial aid, the Title IV aid received is subject to a "return of Title IV" calculation if the student has not completed 60% or more of the semester.

A student withdrawing from the college should complete the official form for withdrawal from all courses through Columbia College of Nursing's Registration office. This process will enable Columbia College of Nursing to refund the maximum possible institutional charges. The withdrawal date for financial aid refund purposes will be the date determined by the date the class drop form is filed with the Registrar. The Registrar submits a copy of the withdrawal form to the Financial Aid Office for notification of a student's withdrawal.

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance was awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. The federal formula requires a return of Title IV aid, if the student withdrew on or before completing 60 percent of the semester and received federal financial assistance in the form of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant, Subsidized Loan, Unsubsidized Loan or PLUS Loan. The percentage of the refund is equal to the number of calendar days completed in the semester, divided by the number of calendar days in the semester. If a student completed more than 60% of the semester, the student has earned 100% of their Title IV aid, and no return calculation will be performed.

If the amount of aid disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education by CCON as soon as possible, but no later than 45 days from the determination of the student's withdrawal. At this point, the unearned aid will be removed from the student's account. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

In the case of a withdrawal where Title IV funds must be returned, Federal Title IV funds are returned by CCON to the U.S. Department of Education in the following order: Unsubsidized loan, Subsidized loan, Parent PLUS loan, Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant.

If a student withdraws without proper notification this is considered an unofficial withdrawal. A student who has earned all grades of F for a semester and has not officially withdrawn from classes is considered to have unofficially withdrawn. If an instructor indicates in writing to the Financial Aid Office that the student has actually earned the F, the student will be considered

to have completed the semester, and all aid will be retained for the semester. For students who have unofficially withdrawn, the last date of attendance for the semester will be used as the withdrawal date and financial aid will be adjusted according to the U.S. Department of Education regulations.