

REFUND POLICIES

A refund is money due a student or financial aid source when a student has withdrawn or drops a class. Two refund policies are in effect at Thomas University. The refund policy used varies depending on the type of aid a student is scheduled to receive or if they have completely withdrawn from school or have been dropped.

TU Refund Policy

To qualify for a tuition refund, students must follow official regulations for complete withdrawal by submitting the appropriate withdrawal form to the Registrar.

During Fall and Spring Semesters, students may drop and/or add class(es) during the Add/Drop period for each course block (i.e.: 1st 5 weeks, 2nd 5 weeks, 1st 8 weeks, etc.). The Add/Drop period is the first week of each course block and is defined on the university Academic Calendar posted online and in the university Catalog. An Open Drop period is available during the second week of the semester for further course drops only (no course additions). Open Drop is not applicable to every course block – it is only at the beginning of the semester. Any course changes after the first two weeks of the semester are withdrawals, in part or in full, and full financial obligations apply.

During Summer Term, students may drop and/or add class(es) during the Add/Drop period for each course block (ie: 1st 5 weeks, 2nd 5 weeks, 1st 8 weeks, etc). The Add/Drop period is the first week of each course block and is defined on the university Academic Calendar posted online and in the university catalog. There is no additional Open Drop period during summer term. Any course changes after the Add/Drop period are withdrawals, in part or in full, and full financial obligations apply.

- Students may change their schedules during the published, applicable Add/Drop and Open Drop periods after conferring with their academic advisor.
- Instructor approval is needed to add a course if a class has already met once. Classes may not be added after the first week of classes or changed after the Add/Drop period; see below for Academic Withdrawal.
- A student who does not attend the first day of class may be dropped from the class roll. A student who has been dropped from a class may appeal to the professor for reinstatement.
- The final tuition and fees balance is calculated at the end of the second week of classes for Fall and Spring Semesters and at the end of the first week of classes for each Summer Term.
- A student must pay in full or finalize a payment plan by the end of the second week of classes during Fall and Spring Semesters and at the end of the first week of classes for each Summer Term or the student will be removed from all courses

Students must withdraw from OCICU courses before the second day of classes. Students who withdraw before the second day of classes will receive an 80% tuition refund for their OCICU courses.

No refunds will be made to students who:

- withdraw after the deadlines stated above for each semester
- are suspended for disciplinary reasons
- leave the university when disciplinary action is pending
- do not officially and completely withdraw.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days (1) of the last day of attendance if written notification has been provided to the university by the student, or (2) from the date the university terminates the student or determines withdrawal by the student.

Tuition refunds for students receiving benefits through the Department of Veterans' Affairs will be prorated over the length of the course.

Federal Refund Policy

Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60% of the term, he or she will have earned 100% of the aid for that period. If the student completed 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due in the form of a refund check within 14 days of a credit balance on the student's account. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges that must be paid before being allowed to enroll in another term of study at Thomas University. Examples are available in the Office of Financial Aid.

OVERAWARDS

An overpayment is any amount paid directly to the student greater than the student is entitled to receive. This may occur when:

- awards or disbursements are made incorrectly
- a student reports incorrect information on his/her financial aid application
- a student withdraws from school
- conflicting information is received by the Office of Financial Aid and is resolved

Any information, which the aid administrator discovers as incorrect, must be corrected according to procedures outlined in federal regulations. The student will be notified, collections of these funds will be attempted, and the collected funds will be repaid to the appropriate source of funding. If the student refuses, the appropriate agencies will be notified.

The maximum amount of Federal Work-Study wages that a student may receive above the student's need is \$300. If the student's earnings in excess of need are more than \$300, the university may not use Federal Work-Study funds to cover the overage. Non-need-based earnings are not counted in determining the \$300 over-award limit. If FWS is awarded in conjunction with other campus-based aid, the \$300 over-award limit is in effect for total aid from all campus-based programs.

