

Purpose: To define the tuition charges for a student when he/she changes his/her schedule, reduces load or withdraws from the College.

Policy Statement

PA College's refund policy is administered in compliance with Title IV regulations. PA College and all programs operating under its auspices do not discriminate on the basis of age, race, religion, ancestry, gender, gender identity or expression, sexual orientation, physical ability, national origin or legally protected classification.

Scope

Refunds are based on the official withdrawal date recorded in the Office of the Registrar when students reduce credit load. If applicable, state financial aid and Title IV funds will also be affected.

Definitions

- **PA College:** Pennsylvania College of Health Sciences
- **Title IV funds:** Federal Monies, in the form of grants and loans, for students attending college.

Refund Policy

When a student drops courses or completely withdraws from the College, his/her tuition charges are based on the date of withdrawal. Mandatory fees are non-refundable. To determine how much tuition credit the student will receive when withdrawing from a course or from the College, please refer to the tables below.

15-Week Courses (Fall/Spring Semesters)

<i>Drop/Withdrawal Notice Received by Office of the Registrar</i>	<i>Refund</i>
Prior to the first day of the semester as defined in the academic calendar	100%
First week of the semester	90%
Second week of the semester	80%
Third week of the semester	70%
Fourth week of the semester	60%
No refunds will be issued after the fourth week.	

5 to 12-Week Courses (includes Summer/Summer 1/Summer 2)

<i>Drop/Withdrawal Notice Received by Office of the Registrar</i>	<i>Refund</i>
Prior to the first day of the semester/module as defined in the academic calendar	100%
First week of the semester/module	75%
No refunds will be issued after the first week.	

Courses Less than 5 Weeks

<i>Drop/Withdrawal Notice Received by Office of the Registrar</i>	<i>Refund</i>
Prior to the first day of the semester/module as defined in the academic calendar	100%
No refunds will be issued thereafter.	

Withdrawal of Students Who Received Federal Title IV Financial Aid and the Return of Federal Title IV Funds

When a student receives Federal Title IV financial aid and withdraws from the College prior to 60% completion of the payment period of enrollment, the unearned portion of these awards must be returned to the Federal Financial Aid Programs. A pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. Federal Title IV aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Stafford Loan, and the Federal Parent Loan (PLUS).

Title IV funds are awarded to a student under the assumption that he/she will attend the College for the entire period for which the assistance is awarded. When the student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The amount of Title IV Program assistance earned is based on the amount of time he/she spent in academic attendance. Up through the 60% point in each payment period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds he/she has earned at the time of withdrawal.

PA College returns any unearned portion of the financial aid in accordance with federal guidelines. Students should note that the requirement to return Federal Title IV Funds may result in a balance due to PA College.

Audience: Students
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Owner: Vice President, Strategic Enrollment Management