

**DIVISION OF HIGHER LEARNING
ASSOCIATED BETH RIVKAH SCHOOLS**

WITHDRAWALS, REFUNDS AND RETURN TO TITLE IV

Withdrawals

Any student who must withdraw while the semester is in progress, should inform the Registrar, Mrs. Hindy Gurwitz in writing.

Refunds

Any enrollee who never attends class (no show), voluntarily cancels enrollment within three days of signing the enrollment agreement, or at any time prior to the first day of the semester, is eligible for a full tuition refund minus an administrative charge of \$100. Refunds will be made within thirty days of the first scheduled day of class or the date of cancellation, whichever is earlier.

If an applicant is rejected for enrollment by the Division of Higher Learning of Associated Beth Rivkah Schools, or if an international student is rejected by INS, a full refund of all monies will be made to the applicant.

In case of a program cancellation by the Division of Higher Learning of Associated Beth Rivkah Schools, every enrollee will be eligible for a full tuition refund.

For students who withdraw during the semester, refunds of tuition charges will be calculated using the following institutional refund policy:

During the first week of classes, tuition charges retained by Division of Higher Learning of Associated Beth Rivkah Schools will be ten percent of the stated tuition but not more than \$500.

After the first week and through fifty percent of the semester, tuition charges retained will be a pro rata portion of tuition charges for the semester, based on the number of weeks completed, plus ten percent of the tuition charges for the portion of the semester that was not completed.

After 50% of the term has passed there will be no refunds issued.

Return to Title IV Funds

To calculate the amount of Title IV to be returned, the institution utilizes the Return to Title IV software provided by the U.S. Department of Education. This refund calculation is based on the number of days a student was in attendance for the term and is calculated on a pro rata

basis, up until 60% of the term. Generally, if a student attended at least 60% of the term she will retain all her Title IV awards for that term.

If the calculation on the U.S. Department of Education's R2T4 system results in the need to return funds to the Title IV programs, funds will be returned to the various federal financial aid programs according to the following order:

- (i) Unsubsidized Federal Direct Stafford loans
- (ii) Subsidized Federal Direct Stafford loans
- (iii) Federal Perkins loans
- (iv) Federal Direct PLUS received on behalf of the student

Any funds that need to be returned to a lender will be returned by the school on behalf of the student. If unearned funds remain to be returned after repayment of outstanding loan amounts, the remaining excess will be returned in the following order:

- (i) Federal Pell Grants.
- (ii) FSEOG

All refund calculations will be calculated using the last date of attendance and will be done within thirty days of the documented date of determination. Refunds will be made within 45 days of the date of determination of withdrawal.

If an FSA credit balance occurs as a result of a refund calculation, refund to student will be made within fourteen days from the date of the calculation. Institutional charges that were previously paid by FSA funds might become a debit that the student will be responsible for paying.

When a student withdraws in mid-semester institutional charges that were previously paid by FSA funds might become a debit that the student will be responsible to pay.

All refunds due to the student shall be made by check and mailed to the student's address. Students have the right to appeal all refund determinations by contacting the Financial Aid Officer.