

**Refund/Repayment Policy for students
who decide to Withdrawal from all courses
or take a Temporary Leave of absence
(Taken from the Wingate University catalog, pages 30-32)**

Before you make your final decision regarding taking a Leave of absence or Withdrawal from Wingate University, it is important to be informed of the impact of your decision in regards to you aid package. The following information has been taken from the Student Catalog to assist you in making the most informed decision.

Refund/Repayment Policy

A refund refers to the University charges returned to the student and/or to the financial source that covered those charges. Refunds are made within 30 days of the student's withdrawal. Students who withdraw from Wingate University on or before the first class day of a semester will receive a full refund of any payment made toward tuition, fees, room and board. For students who withdraw after the first day of class during a semester, the following institutional refund policy for tuition, fees, room and board will be in effect:

- 90% refund when withdrawal is after the first day of class during a semester and before the end of the first week of class
- 80% refund when withdrawal is during the second week of class
- 60% refund when withdrawal is during the third week of class
- 40% refund when withdrawal is during the fourth week of class
- 20% refund when withdrawal is during the fifth week of class

The date of withdrawal is the date that the official withdrawal form is received by the Office of the Registrar or the date of withdrawal specified by the student, whichever is earlier. The semester begins with the first day of class. The first week of the semester is the seven-day period that begins on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.

Return of Title IV Funds

Students receiving federal financial aid: The Higher Education Amendments of 1998 established a new formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Office of Student Financial Planning encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Planning Office to discuss how your withdrawal will affect your financial aid. This policy shall apply to all students who withdraw or are expelled from Wingate University, and receive financial aid from Title IV funds (Federal financial aid programs authorized under the Higher Education Act of 1965, as amended). Title IV funds include the following programs: Federal Pell Grants, Federal SEOG, and Leveraging Educational Assistance Partnership Grants

A student's withdrawal date is:

- a. The date the student begins the institution's withdrawal process or officially notifies the institution of intent to withdraw; or
- b. The midpoint of the period for a student who leaves without notifying the institution; or
- c. The student's last date of attendance at a documented academically-related activity.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time. The percentage of Title IV aid earned shall be calculated as follows:

Number of days completed by student = Percent of term completed Total number of days in term

- o The percent of term completed shall be the percentage of Title IV aid earned by the student.
- o The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned. Unearned aid shall be returned first by Wingate University from the student's account calculated as follows:

$$\text{Total institutional charges} \times \text{percent of unearned aid} = \text{amount returned to program(s)}$$

Unearned Title IV aid shall be returned to the following programs in the following order:

- 1) Unsubsidized Stafford Loan
- 2) Subsidized Stafford Loan
- 3) Parent Loans to Undergraduate Students (PLUS)
- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant
- 6) Other Title IV Grant

Exception: No program can receive a refund if the student did not receive aid from that program. When the total amount of unearned aid is greater than the amount returned by Wingate University from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

- 1) Unsubsidized Stafford Loan
- 2) Subsidized Stafford Loan
- 3) Parent Loans to Undergraduate Students (PLUS)
- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant
- 6) Other Title IV Grants

- o Loans amounts are returned according to the terms of the promissory note.
- o Amounts to be returned by the student to federal grant programs will receive a 50% discount.
- o Refunds and adjusted bills will be sent to the student's home address on file in the Registrar's Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
- o Institutional and Student Responsibility in Regard to the Return of Title IV Funds

Wingate University's responsibilities in regard to the return of Title IV funds include:

- a) Providing each student with the information given in this policy;
- b) Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- c) Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- a) Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
- b) Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The procedures and policies listed above supersede those published previously and are subject to change at any time.

Please contact the Office of Financial Planning at 704-233-8009 to find out exactly how your decision to withdrawal will affect your financial aid package.