

# **BLACK RIVER TECHNICAL COLLEGE**

## **REFUNDS AND THE ‘RETURN OF TITLE IV FUNDS POLICY**

### **Black River Technical College’s Return to Title IV Funds Policy :**

If a student withdraws or is expelled from Black River Technical College, then the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition and fees paid to Black River Technical College for the semester.

Black River Technical College’s Refund Policy exists for calculating the refund of institutional charges. The federal “Return of Title IV Funds” formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving federal aid if the student *officially* withdraws on or before the 60% point in time in the semester OR if a student *unofficially* withdraws from classes during a semester and receives “F’s” as final grades in all courses. The amount of aid earned is based on the student’s withdrawal date: either the student’s written request of withdrawal or by the mid-point of the semester (if the student ceased attendance during the semester).

Federal Title IV Funds from BRTC are returned to the federal government in the order of loans, Pell Grant, and Academic Competitiveness Grant when a Return of Title IV Funds calculation is performed. After a “Return of Title IV Funds” calculation is determined, it is possible that the student could still be due a post-withdrawal disbursement of the federal financial aid initially awarded. Upon the institution’s knowledge of a student’s withdrawal date, necessary funds are returned to the federal government within 45 calendar days.

### **Black River Technical College’s Refund Policy :**

Students who withdraw from the College will receive a prorated refund of fees and tuition, according to the following schedule:

<i>During first week of classes</i>	<i>100 percent</i>
<i>During second week of classes</i>	<i>70 percent</i>
<i>During third week of classes</i>	<i>50 percent</i>
<i>After third week</i>	<i>none</i>

**Official Withdrawal** If a student is officially withdrawing, the student should visit the Registrar’s Office and complete a form entitled “Drop, Add, & Form” to begin the withdrawal process. This procedure will enable Black River Technical College to refund the maximum possible institutional charges. Notification from the Registrar’s Office to the Financial Aid Office is made regarding the student’s date of withdrawal. Federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant or Stafford Loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Schedules breaks of five or more consecutive days are excluded.

**Unofficial Withdrawal** If a student withdraws unofficially and receives all “F’s” at the end of the semester, the last date of attendance is noted on the roster by the instructor on the roster. If the date is the current date, the “F” received is an academic grade not an attendance grade. If any funds are to be returned after the return of Title IV aid, they will be used to repay Black River Technical College funds and the student in proportion to the amount received as long as there was no unpaid balance at the time of withdrawal. A student may owe funds to BRTC and the U.S. Department of Education. If a student owes a refund to the U.S. Department of Education they may call 1-800-621-3115 to resolve his/her overpayment.

**Leave of Absence.** BRTC does not grant students leave of absences.