



## Refund Policies

The following tuition refund procedures apply to students who withdraw or are dismissed from the institution, change status from full-time to part-time, or reduce hours as a part-time student. Students with a posted credit balance may request a refund through MyGC. No refund is issued while there is an incomplete payment plan. Room refund rates apply to students who withdraw, are dismissed, or change from resident to commuter status. Meal plans are not refundable.

### Refund Procedures for Traditional Undergraduate Students

**Voluntary withdrawal:** Students wishing to withdraw completely from the college initiate the process by contacting the Director of Orientation, Transition, & Retention (AD 12). The Director will direct the withdrawal process, including official notification to the academic advisor, registrar, resident director (if residence-hall student), Accounting Office, and Financial Aid Office. Students who only reduce their hours of enrollment must contact their academic advisor and the registrar.

#### Involuntary withdrawal:

The registrar's office establishes the last date of attendance for students who stop attending classes and do not follow withdrawal procedures. The registrar's office contacts professors, the student's advisor and residence life personnel to document the last date of attendance.

Final settlement of financial aspects of the withdrawal process can take several weeks. A weekly tuition refund schedule is posted here. The refund percentage for the semester follows the federal regulations for refunding financial aid. There is no refund after the last day to withdraw with a "W" which is when 60 percent of the semester is completed.

Room refund rates, following day one of any term, are prorated daily until the last date to withdraw with a "W." No refunds are given after the "W" date.

Refund rates for students enrolled in the May term only are the same as those listed above, but the 100% refund rate applies only to days 1 and 2 (drop/add period).

A student financial aid recipient will have earned aid according to the formula listed above. Exceptions are during the 100% refund period, where no aid is earned since no costs are incurred. The full formula for determining the amount of Title IV federal aid that is earned, and how unearned portions are returned to the federal programs is outlined in CFR 668.22. Institutional aid earned is calculated according to the same procedures, with the exception that any credit left on the student's account after the refund listed above will first pay back any current year loan owed to Goshen College.

## Withdrawal and Refund Policy for Reservists Called to Active Duty

Any student called to active duty in the U.S. military may withdraw from courses up until the last day of the semester. If the withdrawal comes during the first nine weeks of the semester, normal withdrawal and refund policies take effect. If departure comes after the ninth week, the student has the option of withdrawal "W" or incomplete "I" grades in registered courses. Options should be discussed with and approved by the course instructor(s). If course withdrawal "W" is pursued, tuition and fees will be refunded on a prorated basis. The official date of withdrawal will be used to calculate the refund. Students receiving financial aid will be subject to refund policies as provided for by the agencies sponsoring the aid. Reservists called to active duty who wish to withdraw from courses must provide the Registrar with a copy of their orders.

## Refund Procedures for Graduate Students

Students seeking a degree in the Adult and Graduate Programs who drop from courses will receive a refund based on the weekly refund schedule for the respective course at the time a student has notified the program director that they are withdrawing. A student will be charged again for any course that is retaken.

Financial aid refunds may be available after financial aid processing is completed and enrollment status can be confirmed. Students enrolled in various sessions within a semester may receive refunds in installments after attendance in a registered course has been confirmed. Title IV Federal Aid recipients who drop below half-time enrollment or withdraw completely from Goshen College may not be entitled to a loan disbursement or a refund of loan funds. If a Federal Direct Loan recipient drops below half-time enrollment during the expense period covered by the loan, ALL remaining disbursements will be canceled for the expense period.