

## Refund Policy/Requirements for Withdrawal and Return of Federal Financial Aid

### Federal Refund Policy

- For students who use Title IV funds at Northwestern Technological Institute, the Institute is required to apply both the U.S. Department of Education's Return of Title IV Funds policy, AND the school's Institutional Refund Policy. The Return of Title IV Funds policy will determine what amount of Title IV funds, *if any, must be returned to the U.S. Department of Education*, and the Institutional Refund policy will determine what amount, *if any*, you may owe the school after the return of Title IV.
- For students not utilizing Title IV funds, only the school's Institutional Refund Policy will apply.
- In all cases, the withdrawal/termination date for refund calculation purposes is the **last date of actual attendance by the student**. The date of determination used to establish the timeframe in which any refunds will be returned is discussed under the *Refund Timeframes/Date of Determination* section of this policy.

### Return of Title IV Policy

The Return of Title IV Policy mandated by the U.S. Department of Education for all Title IV recipients who withdraw or are terminated, determines the amount of Federal Title IV aid that must be returned to the federal government by the school and/or by the student. This policy is applicable to all Title IV recipients who complete 60% or less of a payment period.

#### *Payment Period*

Northwestern Technological Institute's 45-Week, 36 Quarter Credit Hour program consists of two (2) payment periods which are typically 22.5 weeks in duration (payment period #1 = quarter credit hours 1-18, payment period #2 = quarter credit hours 19-36).

#### *Amount of Title IV Aid Earned*

In the case of a program measured in credit hours, the total number of calendar days in the payment period for which aid is awarded is divided into the number of calendar days completed in that period as of the student's last date of attendance (excluding scheduled breaks of five or more days). The resulting percentage is applied to the total amount of Title IV program aid disbursed for the payment period plus the Title IV aid that could have been disbursed during the payment period to determine the amount of Title IV aid earned for the payment period. For example, If a student completes 30% of the payment period they earn 30% of the Title IV. If a student completes 60% of the payment period, the student is considered to have earned 100% of the Title IV aid for the payment period.

*Amount of Title IV Aid to be Returned to the U.S. Department of Education*

The amount of Title IV aid to be returned is determined by subtracting the amount of Title IV aid earned from the amount of Title IV aid disbursed.

*Amount of Title IV Aid Earned as a Post-Withdrawal Disbursement*

The student may earn additional Title IV grant and loan funds if the amount of Title IV aid disbursed is less than the amount of Title IV aid earned.

*Amount of Unearned Title IV Aid Due from the School*

The school must return the lesser of 1) the amount of Title IV funds that the student does not earn; or 2) the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned. The percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%. The resulting percentage is applied to the amount of Title IV aid disbursed for the payment period.

*Amount of Title IV Aid Due from the Student*

After the Institute has returned the unearned funds for which it is responsible, the student is required to return Title IV funds for which the student is responsible, if applicable. The amount of Title IV aid due from the student is calculated by subtracting the amount of unearned Title IV aid that the Institute is required to return from the total amount of unearned Title IV aid to be returned. The student must return or repay any Title IV loan funds in accordance with the terms of the loan, and must return funds to any Title IV grant program as an overpayment. Applicable regulations state that a student only owes a grant repayment if the amount due from the student is more than 50% of the total grant disbursed or could have been disbursed for the payment period (the student is responsible for the amount that exceeds 50%). Title IV grant overpayments are subject to: full and immediate repayment to the Institute; or, repayment arrangements satisfactory to the school; or, overpayment collection procedures negotiated with Borrower Services. Students are not required to repay grant overpayments that are \$50.00 or less. Examples of Institutional and Return to Title IV calculations are available upon request in the School Director's office.

**Institutional Refund Policy**

The Institutional Refund Policy is applicable to all students who withdraw or are terminated from the program. For students utilizing Title IV funding, this policy is applied after the Return of Title IV Policy.

*Rejection, Cancellation, Withdrawal, and Termination*

The Institute's refund policy for cancellations, withdrawals/terminations, complies with the following:

**A. Rejection**

An applicant rejected by the Institute is entitled to a refund of all tuition monies paid.

### **B. Cancellation**

An applicant canceling an enrollment agreement prior to entering the Institute is entitled to a full refund of all tuition monies paid. All monies paid by an applicant are refunded if requested within three days after signing an enrollment agreement and making an initial payment. In the event a class is canceled by the Institute, students enrolled in that class are entitled to a full refund of all tuition monies paid.

### **C. Refund**

Program: 36 Quarter Credit Hour – Climate Control Technology program

#### **Payment Period #1**

# of Weeks Completed	=	% of Tuition Retained by the Institute
1 - 2	=	0%
3 - 4	=	20%
5 - 6	=	40%
7 - 8	=	60%
9 - 10	=	80%
11 - 22.5	=	100%

#### **Payment Period #2**

# of Weeks Completed	=	% of Tuition Retained by the Institute
1	=	25%
2	=	50%
3 - 22.5	=	100%

**Note:** Any portion of a week attended shall be considered as a full week, for the purpose of our refund policy.

#### **Program(s): 4.00 Quarter Credit Hour Short-Term Programs**

Refunds are calculated based on the percentage of the program completed as of the student's last date of attendance, as follows:

% of Program Completed	=	% of Tuition Retained by the Institute
0 - 10%	=	0%
11 - 20%	=	25%
21 - 30%	=	40%
31 - 40%	=	70%
41 - 100%	=	100%

% of Program Completed is calculated by dividing the number of weeks of the program completed (as of the student's last date of attendance) by the total number of weeks in the program. Any one day of attendance in a week constitutes attendance for that week. All percentages that are .5 and above will be rounded upward to the nearest whole percentage. All percentages that are .4 and below will be rounded downward to the nearest whole percentage.

#### **D. Administrative Fee**

In addition to the tuition fees retained, the school retains an administrative fee for all students who withdraw or are terminated from the program (Not including cancellation or rejection). The administrative fee will be the lesser of 5% of the entire tuition price for the program, or \$100.00.

#### **E. Re-entry after Withdrawal or Termination**

Any student who withdraws or is terminated from the program for reason(s) other than failure to make satisfactory progress, may re-enter the program at the discretion of the School Director. If the student met his/her financial obligation to the school for time attended prior to withdrawal or termination, the student would be allowed to complete the program he/she originally contracted for, if available. The student would be charged the amount of tuition in force at the time of re-entry minus any monies paid prior to the school. **NOTE: Students are typically not permitted to re-enter the program more than one time.**

#### **F. Special Cases**

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, upon written request by the student, the Institute shall propose a settlement which is reasonable and fair to both parties.

#### **G. Book Fees**

All book fees received by the Institute from an applicant/student shall be retained by the Institute unless the applicant/student returns the book(s) to the Institute in new (unopened) condition within the first two weeks of the course.

#### **Refund Timeframes / Dates of Determination**

If a student provides notification to the school of his/her withdrawal, all refund monies due are returned within thirty (30) days after the date of determination that the student has withdrawn. In this case, *the date of determination will be the later of the student's last date of attendance or the date of notification to the school by the student that he/she has withdrawn.* All refunds are made in accordance with the U.S. Department of Education's refund distribution policy (see pg. 24).

If a student does not provide notification to the school of his/her withdrawal, all refund monies due are returned within thirty (30) days after the date of determination by the school that the student ceased attending. In this case, *the date of determination will be the date of the student's eighth (8th) consecutive absence from class.*

In the event a student fails to return from a Leave of Absence (LOA), all refund monies shall be refunded within thirty (30) days after the date of determination. In this case, the *date of determination* will be the earlier of the date the student was scheduled to return to school from their LOA or student notification to the school that he/she will not be returning.

### **Refund Distribution Policy**

When a student's withdrawal or termination from the program results in an overpayment of tuition, or in the event an over award occurs, a refund will be made utilizing the following order of distribution: 1. Unsubsidized Federal Direct, 2. Subsidized Federal Direct, 3. Federal Direct Plus, 4. Federal Pell, 5. Other Title IV Programs, 6. Non-Title IV Programs, 7. Student.

### **Applicable 3<sup>rd</sup> Party Funding Agency Refund of Return of Funds Policy**

Information regarding any applicable 3<sup>rd</sup> party (i.e... V.A., WIA, Michigan Works!, etc...) funding agency refund or return of funds policies can be obtained from the Financial Aid office, as they may vary from contract to contract.

### **Delinquent Tuition / Collection Policy**

All students of Northwestern Technological Institute are expected to make timely tuition payments. The Institute will not release certificates and/or academic records to those students who, at the time of graduation, have an outstanding tuition balance and may terminate from the Institute, students who are delinquent in making their tuition payments. In addition, students who owe the Institute for past tuition or fees, will not be permitted to register for additional classes or use Graduate Services until all financial obligations have been met. If efforts by the Institute to collect delinquent tuition are unsuccessful, delinquent accounts will be referred to an appropriate agency for collection. For accounts referred for collection, the student will be responsible for all collection/court costs, which will be added to the student's outstanding balance. Northwestern Technological Institute's collection procedures always reflect good taste and sound and ethical business practices.

### **Policy on Insufficient Fund Checks**

Checks returned to Northwestern Technological Institute and not honored by the student's financial institution will be re-billed to the student's account and charged any service fees incurred by the Institute as a result of the insufficient funds.

## **Comparable Program Information**

Students wishing to obtain comparable program information related to tuition and program lengths can contact the Accrediting Commission of Career Schools and Colleges (ACCSC) for assistance:

ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

## **Procedures for Termination/Withdrawal**

### **Termination Policy**

A student may be terminated or suspended at the discretion of the School Director prior to the completion of the program/course in which he/she is enrolled for the following reasons:

- Unsatisfactory academic progress
- Unsatisfactory attendance
- Non-payment of tuition
- Failure to adhere to the Institute's rules and regulations

### **Withdrawal**

A student may cease his/her enrollment, at any time, by notifying the School Director.

### **Re-Entry**

A student may be allowed to re-enter the training program at the discretion of both the School Director and Financial Aid offices. All re-entering students must be processed through the School Director's office. Entrance exams are not required for returning students due to their prior acceptable status as students at the Institute. It may be necessary, however, for returning students to be tested in accordance with the program curriculum to make an accurate determination of placement in the program.

Returning students who previously withdrew may re-enter the program at the discretion of the School Director in accordance with the appropriate sequence placement in the program. **Students are typically not permitted to re-enter the program more than one time.** Returning students, who were previously terminated due to unsatisfactory attendance, or breach of school rules and regulations, may be required to wait one increment after termination before being permitted to return.