

Refund Policy –

When a student drops classes or completely withdraws from the college, his/her tuition and fee charges are based on the date of your withdrawal which is determined by the registrar's office. To determine how much credit you will receive when you withdraw from a class or from the college please see the tables below. *See withdrawal policy on page 37*

Fall & spring semesters:

100% Prior to the 1st day of the semester as defined in the academic calendar
90% first week
80% second week
70% third week
60% fourth week **NO refunds will be issued after the fourth week.**

Summer semesters:

Summer & Summer I

Withdraw by the end of the first week of the semester 75%

Summer session II

Withdraw by the end of the first week of the semester 75%

Withdrawal of students who received Federal Title IV financial aid & the return of Federal Title IV funds

When a student who receives Federal Title IV financial aid, withdrawals from the college prior to 60% completion of the payment period of enrollment, the unearned portion of these awards may be returned to the Federal financial aid programs. A pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. Federal Title IV aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Stafford Loan, and the Federal Parent Loan (PLUS).

Lancaster General College returns any unearned portion of the financial aid in accordance with federal guidelines. Student should note that the requirement to return Federal Title IV Funds may result a balance due to Lancaster General College.



Date form completed: 03/03/2010
 School's determination of withdrawal: 10/30/2008

REGULAR CREDIT HOUR CALCULATION

TERM INFORMATION	
Term Name	
Term Begin Date	08/23/2008
Withdrawal Date	10/30/2008
Term End Date	12/18/2008
Days in Term	118
Days Completed	69
Days in Break	0
Use Break in Calculation	NO
Percent Completed	58.50 %
Percent Unearned	41.50 %

INSTITUTIONAL COSTS	
Tuition	\$ 7,135.00
Fees	\$ 0.00
Other Fees	\$ 0.00
Room	\$ 0.00
Board	\$ 0.00
Books	\$ 0.00
Uniform	\$ 0.00
Tools	\$ 0.00
Other	\$ 0.00
Total	\$ 7,135.00

Title IV Grant Programs	TOTAL AID RECEIVED		AID TO RETURN		
	ELIGIBLE	DISBURSED	INSTITUTION RETURNS	STUDENT RETURNS	LATE DISBURSEMENT
1. Pell Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Academic Competitiveness Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. National SMART Grant	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. FSEOG	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. TEACH	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Unsubsidized FFEL/Direct Stafford Loan	\$ 3,000.00	\$ 3,000.00	\$ 1,971.25	\$ 0.00	\$ 0.00
7. Subsidized FFEL/Direct Stafford Loan	\$ 1,750.00	\$ 1,750.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Perkins Loan	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9. FFEL/Direct PLUS (Graduate)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10. FFEL/Direct PLUS (Parent)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 4,750.00	\$ 4,750.00	\$ 1,971.25	\$ 0.00	\$ 0.00

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STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Could Have Been Disbursed	
1. Pell Grant	\$0.00	\$0.00	E. Total Title IV aid disbursed for the payment period or period of enrollment. A \$0.00 +B \$4,750.00 E \$4,750.00
2. Academic Competitiveness Grant	\$0.00	\$0.00	
3. National SMART Grant	\$0.00	\$0.00	
4. FSEOG	\$0.00	\$0.00	
5. TEACH	\$0.00	\$0.00	
	A. \$0.00	C. \$0.00	
Title IV Loan Programs			
6. Unsubsidized FFEL/Direct Stafford Loan	\$3,000.00	\$0.00	F. Total of Title IV grant aid disbursed plus could have been disbursed for the payment period or period of enrollment. A \$0.00 +C \$0.00 F \$0.00
7. Subsidized FFEL/Direct Stafford Loan	\$1,750.00	\$0.00	
8. Perkins Loan	\$0.00	\$0.00	
9. FFEL/Direct PLUS (Graduate)	\$0.00	\$0.00	
10. FFEL/Direct PLUS (Parent)	\$0.00	\$0.00	
	B. \$4,750.00	D. \$0.00	
<i>Monetary amounts should be in dollars and cents (rounded to the nearest penny.)</i>			G. Total of Title IV aid disbursed plus could have been disbursed for the payment period or period of enrollment. A \$0.00 B \$4,750.00 C \$0.00 +D \$0.00 G \$4,750.00

STEP 2: Percentage of Title IV Aid Earned

08/23/2008 Start Date	12/18/2008 End Date	10/30/2008 Withdrawal Date
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A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the 'withdrawal date', and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

H. Percentage of Payment period or period of enrollment completed.
 Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence)

úIf the percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

When calculating percentages, round to three decimal places. (For example, .4486 = .449 or 44.9%)

69 DAYS + **118 DAYS** = **58.475%**
 Completed Days Total Days

or H. 58.50%

STEP 3: Amount of T4 Aid Earned by Student

Multiply the percentage of Title IV aid earned (Box H) times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment

58.50% X **\$4,750.00** = **I. \$2,778.75**
 Box H Box G

STEP 4: Total T4 Aid to Disburse or Return

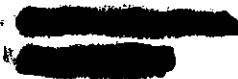
If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).

If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).

If the amounts in Box I and Box E are equal, STOP. No further action is necessary.

J. Post-withdrawal disbursement
 Subtract Total Title IV aid disbursed for the payment period or period of enrollment (Box E) from the amount of Title IV aid earned (Box I). This is the amount of post-withdrawal disbursement due. STOP HERE, and enter the amount in Box 1 on Pg 3 (post-withdrawal disbursement tracking sheet).

\$2,778.75 - **\$4,750.00** = **J. \$0.00**
 Box I Box E



STEP 7: Initial T4 Aid Due from the Student

Subtract the amount of Title IV aid due from the school (Box O) from the amount of T4 aid to return (Box K)

$$\begin{array}{r} \$1,971.25 \\ \text{Box K} \end{array} - \begin{array}{r} \$1,971.25 \\ \text{Box O} \end{array} = \text{Q. } \$0.00$$

STEP 4: Aid to Disburse or Return (CONT)

K. Title IV aid to be returned

Subtract the amount of Title IV aid earned (Box I) from the Total Title IV aid disbursed for the payment period or period of enrollment (Box E). This is the amount of Title IV aid that must be returned.

$$\begin{array}{r} \$4,750.00 \\ \text{Box E} \end{array} - \begin{array}{r} \$2,778.75 \\ \text{Box I} \end{array} = \text{K. } \$1,971.25$$

STEP 5: Unearned T4 Aid Due from the School

L. Institutional charges for the payment period or period of enrollment.

Tuition	\$7,135.00	Books	\$0.00
Fees	\$0.00	Uniform	\$0.00
Other Fees	\$0.00	Tools	\$0.00
Room	\$0.00	Other	\$0.00
Board	\$0.00		

Total Institutional Charges L. \$7,135.00

M. Percentage of unearned Title IV aid

$$100\% - \begin{array}{r} 58.50\% \\ \text{Box H} \end{array} = \text{M. } 41.50\%$$

N. Amount of unearned charges

Multiply institutional charges from the payment period or period of enrollment (Box L) times the percentage of unearned Title IV aid (Box M)

$$\begin{array}{r} \$7,135.00 \\ \text{Box L} \end{array} \times \begin{array}{r} 41.50\% \\ \text{Box M} \end{array} = \text{N. } \$2,961.03$$

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

O. \$1,971.25

STEP 8: Repayment of the Student's loans

Subtract the Total loans the school must return (Box P) from the Net loans disbursed to the student (Box B) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

$$\begin{array}{r} \$4,750.00 \\ \text{Box B} \end{array} - \begin{array}{r} \$1,971.25 \\ \text{Box P} \end{array} = \text{R. } \$2,778.75$$

If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

If Box Q is greater than Box R, proceed to Step 9.

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs

1. Unsubsidized FFEL/Direct Stafford Loan	\$1,971.25
2. Subsidized FFEL/Direct Stafford Loan	\$0.00
3. Perkins Loan	\$0.00
4. FFEL/Direct PLUS (Graduate)	\$0.00
5. FFEL/Direct PLUS (Parent)	\$0.00

Total loans school must return P. \$1,971.25

6. Pell Grant	\$0.00
7. Academic Competitiveness Grant	\$0.00
8. National SMART Grant	\$0.00
9. FSEOG	\$0.00
10. TEACH	\$0.00