



## Marlboro College Institutional Refund Calculation Policy

### **Withdrawals and Leaves of Absences Policy**

No adjustment of tuition, fees, institutional or non-federal aid will be made in the event that a student withdraws or separates from the College at any time after enrollment except as herein specified. No adjustment is made in cases of suspension or expulsion or dismissal from campus housing as a result of disciplinary action. Students who are granted a leave of absence after the start of classes will be treated in the same manner as students who withdraw from the College for calculation purposes. The same policy applies to a student on a one-semester or full-year of absentia status. Exceptions are made if a policy for aid other than institutional aid requires the college to return funds in full or in part.

The Federal Start of Term is the first day of classes including Intro Classes.

If the withdrawal **occurs before the first day of classes** an adjustment of tuition, student activities fees, health services fees, student health insurance, board and non-federal aid will be made. There will be no refund of the enrollment deposit. The enrollment deposit may be carried forward in the event a student postpones enrollment for up to one academic year. Students remain liable for the full housing charge (see the Marlboro College website for Student Life > Residential Life > Housing Selection).

If a withdrawal **occurs on or after the first day of classes** an adjustment to the student account for tuition, board (meal plan), health services fee and non-federal aid will be made according to the schedule below. Students remain liable for student activities fees, lab fees, student health insurance and the full housing charge (see the Marlboro College website for Student Life > Residential Life > Housing Selection).

If the official withdrawal **occurs on or after the first day of classes** (Federal Start of Term), the schedule of tuition, board, health service fees and non-federal aid is calculated as follows, based on calendar days:

1. If the withdrawal occurs within the first 7 days, an adjustment of 80 percent is applied to the account.
2. If the withdrawal occurs within day 8 through day 14, an adjustment of 60 percent is applied to the account.
3. If the withdrawal occurs within day 15 through day 21, an adjustment of 40 percent is applied to the account.
4. If the withdrawal occurs within day 22 through day 28, an adjustment of 20 percent is applied to the account.
5. No tuition, fees and non-federal aid is returned or refunded after 28 days.

A student's withdrawal date is:

1. the date the student officially notifies the Registrar's Office of intent to withdraw; or
2. the date the student begins the College's withdrawal process; or
3. the midpoint of the semester for a student who leaves without notifying the College; or
4. at the College's discretion, the student's last date of attendance at a documented academically-related activity (which includes but is not limited to an exam, a tutorial, computer-assisted instruction, academic counseling, academic advising, turning in a class assignment or attending a study group that is assigned by the institution).

Withdrawing students who live in campus housing are expected to vacate the campus within 24 hours of notifying the Registrar of their intent to withdraw unless an extension has been granted by the Director of Housing and Residential Life.

If the College's refund calculation policy conflicts with the Veterans Administration regulations concerning enrolled veterans receiving VA benefits, the VA policy on refunds will prevail.

### **Financial Obligations**

Enrolled Students who accept a housing assignment but subsequently do not live in campus housing for any reason will be charged a room contract fee in the amount of \$400. In addition, students with approved housing assignments who fail to notify the College that they will not live in campus housing at least two weeks prior to the date the dorms open are responsible for the full room charge.

Students who move off campus during the term for personal reasons (or who live in campus housing not requiring them to be on meal plan) who opt to discontinue participation in the meal plan qualify for a reduction of board fees according to the schedule above.

## Federal Return of Title IV Refund Policy

Adjustments in financial aid awards for students who withdraw on or after the first day of classes are determined according to a formula prescribed by federal regulations. Marlboro College and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student was enrolled.

The percentage of the semester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. semester). For example, if a student withdrew on the 20th day of a semester 114 days in length, the student would have earned only 17.5% of the aid he or she received ( $20/114=0.175$ ). Students who remain enrolled through at least 60% of the semester are considered to have earned 100% of the aid received and will not be subject to a return of Federal Title IV funds. Students receiving financial aid who leave before the 60% point of the semester may not have enough "earned" aid to cover charges owed but are still responsible for satisfying their financial obligations to the College. Students considering withdrawal are strongly encouraged to confer with the Financial Aid Office and the Student Accounts Office concerning any anticipated refund of charges and adjustments in financial aid. Students may also be required to return funds released to them for personal expenses. Details of the federal regulations can be obtained from the Financial Aid Office.