

Funds are then dispersed by the Student Accounts Manager, as described in the **Award Letter**.

## REFUNDS

If a student withdraws from school, two separate calculations will be performed. The first calculation is the Institutional Refund calculation which determines how much tuition the student will be charged for the time attended. The second is a required calculation for all Title IV recipients, and is called the Return to Title IV calculation. This step determines the amount of financial aid that the student is able to retain. The two calculations are separate from each other and it is possible that Title IV funds may have to be refunded, leaving institutional charges to be paid by the student. Each calculation is explained below.

### TYPES OF REFUNDS

#### Delay of Start

If the start date of a student's program is delayed more than ninety days, the student will receive a 100% refund of all money paid to *SJVC*. Whether the student provides notice to *SJVC* of his/her intent to withdraw will have an impact on the determination of the student's financial obligation and refund calculations.

#### Withdrawal with Official Notification

Students who intend to withdraw from school should provide official notification to the Dean of Student Services. Students may provide official notification by letter, phone, e-mail or in person, but are strongly encouraged to provide written notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation upon receipt of notification. The withdrawal date used to determine the amount of tuition owed or refund due will be the last documented date of attendance, whichever is later.

#### Withdrawal without Notification

The institution will determine that a student has withdrawn when he/she has been absent for twelve consecutive class days without notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation once this determination is made.

### Student Financial Obligation: Institutional Refund Calculation (IR)

If a student withdraws or is terminated from *SJVC* during the first week of class, he/she will be charged a \$100.00 registration fee. If a student drops or is terminated from *SJVC* after the first week of classes, he/she will owe the College a \$100.00 registration fee, plus tuition as follows:

Determine the percentage of the academic year completed by dividing the number of weeks attended by the number of weeks in the academic year. Locate that percentage in the chart below to determine the amount of tuition owed.

TIME COMPLETE	TUITION OWED
.01% - 10%	10%
10.01% - 20%	20%
20.01% - 30%	30%
30.01% - 40%	40%
40.01% - 50%	50%
50.01% - 60%	60%
60.01% - 100%	100%

If a student drops or is terminated at any time after beginning the second or third academic year, the student will owe the College \$100.00 registration and tuition as described in the chart above.

For example: Assume that a student enrolled in an academic year of thirty weeks, with \$100.00 registration and \$12,450.00 tuition, withdraws from *SJVC* after completing five weeks and paying \$6,098.00 to the College.

**Step 1:** Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step (.167) is called a decimal fraction and is converted to a percent by multiplying by 100. (.167 x 100 = 16.7%)

**Step 2:** Find 16.7% on the above – referenced chart to determine the amount of tuition owed (20%).

**Step 3:** Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. (\$12,450.00 x .20 = \$2,490.00)

**Step 4:** Add the \$100.00 registration fee to the tuition owed: \$2,490.00 + \$100.00 = \$2,590.00.

**Step 5:** Determine whether tuition money is owed to *SJVC*, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid \$6098.00 - \$2,590.00 that was owed = \$3,508.00 refund due.

### Retaining Financial Aid Received: Return to Title IV Funds calculation (R2T4)

Students who use Federal Financial Aid to pay for tuition expenses need to understand what happens in the event that they are dropped or terminated from *SJVC*. The calculation to determine the amount of financial aid to be retained by the institution (R2T4) is different than the one used to determine the amount of tuition owed by the student (IR). The R2T4 calculation must be performed prior to the IR for student receiving Federal Financial Aid. In this calculation the College will determine the percentage of the period of enrollment completed using the academic year start date and end date. The College may retain only that percentage of funds received and the funds that could have been received for the enrollment period, and must return any overage to the financial aid source(s). The percentage will be calculated using days or clock hours, depending on the program of study.

For example, a student completed 35 days in an enrollment period of 205 days and the College received a total of \$7,502.00 and an additional \$7,502.00 could have been received for the enrollment period (\$15004.00 total):

**Step 1:** Divide the number of days completed by the days in the enrollment period. (35 ÷ 205 = .334)

**Step 2:** Determine the amount of aid received that can be retained by multiplying the amount of aid received and aid that could have been received in the enrollment period by the percentage completed. In this example, the College can keep \$2565.68 (\$15004.00 x .171)

The difference between what the College has received and what it can retain (\$7502.00 - \$2565.68 = \$4936.32) will be refunded to the financial aid source(s) as described below.

## RETURN OF FUNDS

### College Return of Funds

If tuition has been paid with a government or private loan, *SJVC* will make the refund to the lender, not the student. The student will owe the lender for the amount applied to his/her account with *SJVC*. If the tuition has been paid with a grant, those amounts are returned to the government. If a student has not made payments equal to the amount of tuition owed at the time he/she is dropped or terminated, the student will owe that amount to *SJVC*. In either of these cases, *SJVC* will work with students to develop a repayment plan.

**If any portion of the tuition was paid from student financial aid programs, refunds must be distributed in the following order:**

Federal SLS Loan  
Unsubsidized Federal Stafford Loan  
Subsidized Federal Stafford Loan  
Federal PLUS Loan  
Unsubsidized Federal Direct Stafford Loan  
Subsidized Federal Direct Stafford Loan  
Federal Direct PLUS Loan  
Federal Perkins Loan  
Federal Pell Grant  
FSEOG  
Other SFA Programs  
State aid (i.e. Cal Grants)  
Institutional aid  
Private sources of aid  
The student

A portion of the refund can be paid to students only if funds remain after the refund has been returned to the Student Financial Aid programs and other sources in order.

Funds returned to any student financial aid program may not exceed those received from that program. Refunds will be made within 45 days of the date it was determined that the student withdrew.

### Student Return of Funds

Students who have personally received monies from a grant, and this payment is for more training than received, the student must return 50% of the unearned aid. The payment must be made to *SJVC*, who will return it to the Federal Grant Account. If a student is unable to make this payment in

full, *SJVC* will assist the student in contacting the Department of Education for an approved repayment plan. If a student is eligible for more funding than what was disbursed, *SJVC* will provide the student with written notification.

## STUDENT ACCOUNTS

*SJVC* reserves the right to withhold certain services, materials, merchandise, or any combination thereof from students who fail to pay a fee or debt owed to the College. This may include, but is not limited to, withholding permission to receive a certificate or degree, when the student has otherwise successfully fulfilled all graduation requirements. If a student disputes the validity of an asserted unpaid fee or debt, the student may contact the Assistant Controller, whose contact information is provided below. The Assistant Controller will review all pertinent information and advise the student of the findings and conclusion of the matter.

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