



**PONTIFICAL JOHN PAUL II INSTITUTE
FOR STUDIES ON MARRIAGE & FAMILY**
AT THE CATHOLIC UNIVERSITY OF AMERICA

Refund and Withdrawal Policy

Refunds

If a student withdraws from one of the Institute's degree programs by the end of the second week of the semester, he or she may obtain a 100% tuition refund. From the third week until the middle of the semester (as indicated in the current academic calendar), a student may receive a 50% tuition refund upon withdrawal from the program. The last day to withdraw from a course with a grade of "W" is indicated on the current academic calendar; no refund is offered at this final opportunity for withdrawal.

Adjustment and Return of Federal Title IV Funds

Federal financial aid awards are based on the assumption that the student will complete the entire payment period for which the funds are received. If you withdraw during a payment period, federal regulations require the John Paul II Institute to apply a formula established by the U.S. Department of Education to determine the amount of federal student aid you will have earned at the point of your withdrawal from the Institute. Withdrawal is defined as dropping all of your classes in a term.

The John Paul II Institute will determine the amount of federal student aid you will have earned based on the date you cease attendance. A pro rata schedule will be used up to the 60% point in the payment period based on the principle that students earn their financial aid in proportion to the amount of time in which they are enrolled. The Institute is required to determine the amounts of your earned and unearned federal student aid. The calculation of federal student aid you will have earned bears no relationship to your incurred institutional charges.

After completing the 60% point in the payment period, the student is considered to have earned 100% of the federal student aid disbursed. The Institute must nevertheless perform a Return to Title IV calculation to determine if you qualify for an additional post-withdrawal disbursement.

If all funds have not been disbursed to your account at the time of withdrawal and the amount of aid 'earned' is greater than the amount disbursed, you may be eligible for a post-withdrawal disbursement.

If you are eligible for a post-withdrawal disbursement, you will receive a letter from the Institute indicating from which loan program you are eligible to receive a post-withdrawal disbursement, and any action required on your part to receive a disbursement. You will also be notified if any additional authorization is needed to disburse loan funds to an outstanding account balance or if you are eligible for a refund. If you are entitled to a post-withdrawal disbursement, you have the option of requesting the Institute to refund the amount to the appropriate loan fund.

The percentage that represents the amount of time completed in the semester is determined by dividing the total number of calendar days in the semester by the total calendar days in the semester completed. The total calendar days in the semester begins with your first day of classes, ends with the last scheduled day of exams, includes weekends, but excludes scheduled breaks of five or more days and days that you were on an approved leave of absence. The exception to this calculation is the case where a student drops enrollment during the first two weeks of classes in a term. Instead of performing a return of funds, the Institute will cancel the full amount of Title IV funding and no financial assistance of any kind will be given for that term.

The Institute will return the appropriate amount, as calculated, to the federal student aid accounts in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Federal Direct PLUS Graduate Loans

Date of Withdrawal Determination

Your established **official** withdrawal date will be determined based on the date you begin the withdrawal process or the date you provide **official** notification to the Institute of your intent to withdraw, whichever is the later of the two. If you do not officially withdraw from the Institute, your **unofficial** withdrawal date is the date the Institute becomes aware that you have ceased attendance. Students who do not attend a course or continue to participate until the end of the course will be considered to have unofficially withdrawn from the class or the program.

If the Institute cannot determine when you ceased attendance, your **unofficial** withdrawal date will be the date representing the midpoint of the payment period. In this case, the determination of the withdrawal date will take place no later than 30 days after the end of the earlier of (1) the payment period, (2) the academic year, or (3) your educational program.

The Institute will assume the responsibility for making the appropriate returns to the federal student aid accounts for any overpayments you have received, as well as overpayments received by the Institute. It is your responsibility to reimburse the Institute for an overpayment received within 90 days of the date you will have withdrawn from the Institute. Failure to reimburse the amount at issue will jeopardize your eligibility to receive federal student aid in the future at the John Paul II Institute as well as other institutions of higher education.