



Cancellation and Refund Policy

The following refund policy will be applied after a student has been admitted to the College. If for any reason a student should be terminated or his/her classes need to be canceled, all refunds will be made according to the following refund criteria:

1. Cancellation must be made in person, by electronic mail, certified mail, or by termination notice.
2. All payments received will be refunded in accordance with the tuition and fee refund table below.
3. Refunds will be based on all monies paid directly by the student; any money if received from a government financial assistance program will be returned to such agency.

Withdrawal from individual courses

4. **During add/drop period:** Students who drop individual courses during the drop/add period specified in the Academic Calendar will receive a refund for the tuition and fees for the course as specified in the graph below.
5. **After add/drop period:** Students who drop individual courses after the drop/add period specified in the Academic Calendar (Week 3 and 4) and in the graph below will receive refund for the tuition and fees for the courses as specified below.

Procedure

To drop an individual course or courses but remain enrolled in the College, students must obtain an add/drop form from the Office of the Registrar and Financial Department

Withdrawal from the college

6. Students who register but do not attend classes or who withdraw from the College for any reason after attending classes will receive refund or credit according to the graph below.

Procedure

Students withdrawing from the College must do so officially by obtaining a withdrawal form from the Office Student Services and Academic Affairs and by making the following arrangements:

- Take the Withdrawal form to their program coordinator or director for his/her signature.
- Request a Certificate of Compliance from the Library to make sure there are no pending overdue book charges, etc.
- Go to the Program coordinator or director concerned so that it can amend its records accordingly as per the Withdrawal Form.
- Take the Withdrawal Form and the Certificate of Compliance to the Office of the Registrar.
- File a Refund Petition with the Office of the Registrar.
- The effective date of withdrawal will be the date on which the notice is received by the Registrar.

Refund Table**11 Weeks Class Meetings**

Student is entitled to upon withdrawal	Refund
Within first 3 business days after signing enrollment agreement	100%
Withdrawal during Week 1 (Drop/Add Period)	100%
Withdrawal during Week 2 (Drop/Add Period)	100%
Withdrawal during Week 3	70%
Withdrawal during Week 4	60%
Withdrawal during Week 5	No refund

Refund Table**5 – 6 Weeks Class Meetings**

Student is entitled to upon withdrawal	Refund
Within first 2 business days after signing enrollment agreement	100%
Withdrawal before 1 st Class Meeting (Drop/Add Period)	100%
Withdrawal before 2 nd Class Meeting (Drop/Add Period)	100%
Withdrawal before 3 rd Class Meeting	70%
Withdrawal before 4 th Class Meeting	60%
Withdrawal before 5 th Class Meeting	No refund

* If Student repeats any Program course, Student must pay all of the then current tuition and fees applicable to such Program course.*

For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester. A week is considered Monday through Friday. All refunds hereunder shall be made by the College within thirty (30) days of the date that the College determines that the student is eligible for a refund. Student must claim refunds within one calendar year.

RETURN OF TITLE IV FUNDS POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must obtain and fill out a withdrawal form from the Office Student Services and Academic Affairs and take it to the registrar office. The date the notification is received is the date of determination.

For unofficial withdrawals a student's withdrawal date at UIC is the last day of physical attendance. The date of determination is 14 days after a student ceases attendance. For attendance taking schools, aid received post LDA and prior to DOD is aid that could have been disbursed.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the period of enrollment.

ESL Program students:

The percentage of Title IV aid earned is equal to the clock hours scheduled to have been completed as of the withdrawal date in the period divided by the total clock hours in the period. After the 60% point the student is considered to have earned 100% of the aid for the period.

Associate and Bachelor Degree students:

The percentage of Title IV aid earned is equal to the calendar days completed in the period divided by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence). After the 60% point the student is considered to have earned 100% of the aid for the period.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Direct PLUS Loan (Graduate Student)
5. Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. FSEOG
8. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.