

REFUND OF METHODIST COLLEGE FINANCIAL AID

(Used only for students withdrawing from all courses.

Do not confuse with the Return of Unearned Federal Financial Aid below.)

Students receiving **Methodist Scholarships or Grants** will be allowed to keep the scholarship or grant earned on the census day (the Friday of the first week of class). However, the amount the student is allowed to keep will not exceed the amount of tuition, fees and dorm charges which Methodist College retains.

Students receiving Nebraska State Grant funds will be able to keep the same refund percentages as the tuition refund schedule. Portions of this grant are subject to the Return of Federal Financial Aid Policy.

Note: If a student drops to less than half-time prior to or on the census date (the Friday of the first week of class) the student will not receive a state grant.

RETURN OF UNEARNED FEDERAL FINANCIAL AID FOR STUDENTS IN MEDICAL ASSISTANT PROGRAM

Applies to Students Who:

- Withdraw from all classes, *and*
- Receives federal financial aid, *and*
- Withdraw up to and including 60 percent of the payment period.
(See definition of Payment Period)

Awards Affected:

- Pell Grant
- AC Grant
- SEOG Grant
- Perkins Loan
- Stafford Loan

Students should be aware that this policy may result in a student owing funds to the College and/or federal government.

The Federal Policy requires that Nebraska Methodist College determine the amount of federal financial Aid that the student has *earned* at the time of complete withdrawal at Methodist College. The amount of *unearned* financial aid must be returned to program funds.

Earned Federal Aid

A student must repay a portion of his financial aid if he/she withdraws from all courses prior to completing 60 percent of the scheduled hours in the student's payment period. If the student withdrawing from all courses, completes more than 60 percent or more of his/her scheduled hours in the student's payment period, he/she has *earned* all of his/her financial aid for the payment period. Institutional costs for these calculations will be prorated for the student's payment period.

Repayment of Unearned Aid

Repayment of unearned aid is shared by Methodist College and the student in proportion to the aid each is assumed to possess. Federal formula determines each share and the allocation to each program.

- Nebraska Methodist College will return the lesser of the amount unearned aid or the institutional charges times the percent of unearned aid. Institutional refunds due a student will first be applied to the NMC share of repayment of unearned aid, then to a student's share (if any) and then to the student (if any). If the institutional refund does not cover all of the Nebraska Methodist College's share, the balance will be charged against a student's account.
- The student will return the amount of unearned financial aid less the amount Nebraska Methodist College returns. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Any amount that a student owes to a grant program is then reduced by half.

Grant Overpayment

A student does not have to repay a grant overpayment of \$50 or less.

A student owing an overpayment will continue his eligibility for Federal aid for 45 days from the earlier date:

- Date the College sends notification to the student.
- Date the College was required to notify the student of the overpayment.

During that time, the student will have an opportunity to either:

- Repay the grant in full to the institution.
- Sign a repayment agreement with the Department of Education.

For students temporarily ceasing enrollment at Nebraska Methodist College, a student may (at the College's option) instead sign a repayment agreement with the College. If the student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds from the 46th day and beyond. The maximum repayment period is two years.

Post Withdrawal Disbursements

Financial aid that *could* have been disbursed (but not disbursed) may be disbursed late up to the amount of the earned financial aid. Only certified Stafford Loans may be disbursed late. Late disbursements will only be made for students who:

- Submitted a valid Student Aid Report by date of withdrawal.
- Completed verification (if required) by date of withdrawal.
- Submitted all required documents for disbursement by date of withdrawal.

Students will be notified within 14 days of receipt of a post withdrawal disbursement of any funds available to them after the credit has been applied towards their unpaid institutional charges. Students will have 14 days to accept or reject these funds. If the student does not respond to the notice, these funds will be returned to the program.

Effect of a Leave of Absence

Students receiving an approved Leave of Absence from the College and indicating an intent to return the next enrollment period will not be considered as withdrawn for purposes of the Federal Unearned Financial Aid Calculation or Tuition and Fees Refund Calculation. However, if the student does not return the following term (including Summer for a Spring withdrawal), the date of the Official Leave of Absence will be used to determine the Unearned Financial Aid Calculation and the Tuition and Fees Refund Calculation. Students should be aware of their responsibilities regarding their loan repayments when taking an Official Leave of Absence. Only one Leave of Absence for purposes of refunds will be granted in any 12 month period unless for reasons of jury duty, military service or circumstances covered under the Family and Medical Leave Act of 1993.

Order of Return of Title IV Funds

Unearned funds will be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant
7. Federal SEOG

Relevant Definitions

- **Withdrawal Date.** The withdrawal date to determine *earned* financial aid is the date when the student begins the withdrawal process or officially notifies the College of the intent to withdraw or the midpoint (50 percent) of the period of enrollment for a student who leaves without notifying the institution. The student may begin the withdrawal process either orally or in writing but the student must ensure that the withdrawal date is documented by a College Official. If there is a conflict of when the student stated his or her intent to withdraw and the official withdrawal, the earlier date will be used in the calculation of Federal aid earned. A student may rescind his or her withdrawal by declaring, in writing, his or her intent to continue attendance and complete the term.
- **College Official.** The student may begin the process to withdraw with any of the following College Officials: his or her advisor, his or her instructor, Registrar, College Counselor, Financial Aid Officer, or Student Accounts Representative.
- **Federal Financial Aid.** Federal financial aid includes Federal Pell Grant, Academic Competitiveness Grant (AC Grant), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loan (both subsidized and unsubsidized), Federal PLUS Loan and Federal Perkins Loan.
- **Payment Period.** A payment period is not an enrollment term. The Medical Assistant program consists of two payment periods, each consisting of one-half of the program of 465 clock hours. For students with transfer hours, a payment period is calculated by deducting the number of transfer hours from the program total of 930 and then dividing by two for the number of hours in each payment period. See "Disbursements" on page 1 for more details regarding disbursements within a payment period.