

## REFUND FOR WITHDRAWALS

TFC complies with the 1998 Higher Education Act Amendment revisions as they apply to students receiving Title IV funds. TFC allocates refunds according to the provisions listed in the 1998 Higher Education Act Amendment in the following order of priority:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Aid Programs
8. Other federal, state, private, or institutional aid
9. The student

There is no refund, in whole or part, on all fees, including the student fee and music fees, as well as room charges for students who withdraw after the end of the drop/add period. A withdrawal fee of \$100.00 will be charged to students withdrawing during the drop/add period. TFC disburses tuition and board refunds for students who completely withdraw, or the college dismisses, according to the portion of the semester already completed. The tables below outline the refund entitled on tuition and board charges, as well as the amount of institutional aid or employee tuition benefits, refunded back to the college, for the fall and spring semesters on or before the dates published. The following table shows refund amounts for all resident students and for online students enrolled in classes in both online sessions in the semester:

<u>Fall Semester 2013</u>		<u>Spring Semester 2014</u>	
August 30 <sup>th</sup>	100% refund	January 24 <sup>th</sup>	100% refund
September 13 <sup>th</sup>	80% refund	February 7 <sup>th</sup>	80% refund
September 27 <sup>th</sup>	70% refund	February 21 <sup>st</sup>	70% refund
October 4 <sup>th</sup>	60% refund	February 28 <sup>th</sup>	60% refund
October 18 <sup>th</sup>	50% refund	March 14 <sup>th</sup>	50% refund
October 25 <sup>th</sup>	40% refund	March 21 <sup>st</sup>	40% refund

The following table shows refund amounts at the end of the dates published for online students enrolled in classes in only one online session per semester in the Fall 2013 or Spring 2014 semesters:

<u>End of</u>	<u>Fall</u>	<u>Fall</u>	<u>Spring</u>	<u>Spring</u>	<u>Session</u>
	<u>Ses. 1</u>	<u>Ses. 2</u>	<u>Ses. 1</u>	<u>Ses. 2</u>	<u>Refund</u>
Day 2	8/27/13	10/18/13	1/22/14	3/25/14	100%
Day 9	9/3/13	10/25/13	1/29/14	4/1/14	80%
Day 16	9/10/13	11/1/13	2/5/14	4/8/14	70%
Day 20	9/14/13	11/5/13	2/9/14	4/12/14	60%
Day 27	9/21/13	11/12/13	2/16/14	4/19/14	50%
Day 30	9/24/13	11/15/13	2/19/14	4/22/14	40%

The following table outlines the refund entitled on tuition charges, as well as employee tuition benefits refunded back to the college, for the summer session based on the date of withdrawal:

By the end of day two	100% refund
By the end of day four	80% refund
By the end of day six	70% refund
By the end of day eight	60% refund
By the end of day ten	50% refund
By the end of day twelve	40% refund
After the end of day twelve	no refund

A withdrawing student must obtain a Withdrawal Form from the Office of Student Development and personally process it through the offices listed on that form. The official withdrawal date is the date the student signs the withdrawal form when the student initiates the withdrawal process. The withdrawal form must be completed and returned within two business days for the withdrawal date to be effective.