



## **Toccoa Falls College 2018-2019 Refund Policy and Withdrawal Procedures**

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, technology fee, course fees, 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 Federal Refund Policy states, up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of the withdrawal. After the 60% point, the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she has scheduled to receive during the period. Students may owe a repayment of Federal Funds to the government or funds to the institution.

In the event of a complete withdrawal, TFC will calculate a refund through the 60% point of the semester (or session for online students). After 60% of the semester or session has been completed, there will be no refund of tuition. A refund is calculated by dividing the date of withdrawal by the number of federally defined days in the semester or session. Board fees will be refunded on a pro-rata basis. There is no refund of room charges.

Refunds for students receiving federal aid will be calculated using the current federal policy.

The last day for residential students to completely withdraw from Fall 2018 and still receive any portion of a refund is October 26, 2018. The last day for residential students to completely withdraw from Spring 2019 and still receive any portion of a refund is March 28, 2019.

The last day for online students to completely withdraw from Fall 2018 Session A is September 20, 2018, and for Session B is November 15, 2018. The last day for online students to completely withdraw from Spring 2019 Session A is February 15, 2019 and for Session B is April 18, 2019. When an online student is enrolled in both Session A and Session B, and withdraws from only one session, no refund will be calculated, because the student has not completely withdrawn from the college.



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### **Withdrawal Timeline for Summer Session**

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.