



Toccoa Falls College 2024-2025 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 Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV Aid Programs
7. Other federal, state, private, or institutional aid
8. The student

There is no refund of tuition or any fees for students who withdraw from a course/courses after the drop/add period but remain enrolled at TFC. TFC adjusts tuition, fees, housing and meal charges according to the portion of the semester completed up to the 60% point of the semester for students who completely withdraw from the institution. There is no adjustment for any charges after the 60% point of the semester. The adjustment is calculated by dividing the date of withdrawal by the number of federally defined days in the semester or session using the current federal policy. A withdrawal fee of \$100 will be charged to residential students withdrawing during the drop/add period.

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 they are scheduled to receive during the period. Students may owe a repayment of federal funds to the federal government or to the institution.

The calculation for institutional and state aid earned uses the same data as the federal calculation.

The last day for residential students to completely withdraw from the Fall 2024 semester and still receive any portion of a refund is October 25, 2024. The last day for residential students to completely withdraw from the Spring 2025 semester and still receive any portion of a refund is April 1, 2025.



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For the Fall 2024 semester, the last day for online students enrolled in both Session A and Session B to completely withdraw and still receive any portion of a refund is October 26, 2024. For students only enrolled in Session A, this date is September 25, 2024. For students only enrolled in Session B, this date is November 18, 2024.

For the Spring 2025 semester, the last day for online students enrolled in both Session A and Session B to completely withdraw and still receive any portion of a refund is April 1, 2025. For students only enrolled in Session A, this date is February 20, 2025. For students only enrolled in Session B, this date is April 23, 2025.

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.

A withdrawing student must obtain a Withdrawal Form from the Office of Student Affairs and personally process it through the offices listed on that form. The official withdrawal date will be the final date of course attendance for the student for the semester. The withdrawal form must be completed and returned within two business days for the withdrawal date to be effective. Online students needing to withdraw from college should contact their online advisor.

Students with a credit balance on their account can receive a refund from the Office of Student Accounts or request that the credit balance be carried forward on the account. Students processed for a refund by the Office of Student Accounts by noon on Tuesday will have the refund check mailed or placed in the student's campus P.O. Box after 1:00 p.m. on Friday of that week by the Accounts Payable office. **The college will not issue refunds to students until all charges have been posted and paid and a credit balance shows on the account.**