

OTHER FINANCIAL INFORMATION

UNOFFICIAL WITHDRAWAL POLICY

If a student stops attending classes at Tougaloo College and does not officially withdraw from the College, this is an act caused by the student, and is considered to be as an unofficial withdrawal and will be subject to general withdrawal policies. The date of withdrawal will be the latest date based on a student's attendance at an academically –related event (classes, symposia, i.e.). If the last date of attendance is not known, the midpoint of the semester will be used as the withdrawal date. Students who receive any form of financial aid must be aware that any change in enrollment status or withdrawal from the college may result in the repayment by the student of funds received from the financial aid source. In addition, the student may have College fees credited to their account as a result of funds returned to the source financial aid program.

*****PLEASE NOTE*****

IF YOU ARE RECEIVING FINANCIAL AID, A CHANGE IN YOUR ENROLLMENT STATUS OR YOUR WITHDRAWAL FROM THE COLLEGE MAY RESULT IN YOUR HAVING TO REPAY PROGRAMS FROM WHICH YOU RECEIVED FINANCIAL AID. IN ADDITION, YOU MAY OWE FEES TO THE COLLEGE AFTER FUNDS ARE RETURNED TO THE FINANCIAL AID PROGRAM.

HOUSING WITHDRAWAL POLICY

A student withdrawing from the residence hall within a specified period is entitled to a refund for room and board according to the pro-rated scale below. To be eligible for a refund, the student must properly withdraw from the residence hall. Students withdrawing or removed because of disciplinary action may forfeit the right to a refund. The date of withdrawal will be referred to as the date on which the Director of Residential Life is officially notified by the student with the submission of the completed Residence Hall Withdrawal Form. Refunds will be based on fees actually paid as of the withdrawal date. Refunds should not be expected until four weeks after the official date of withdrawal.

Fall and Spring Terms

Segment of Semester

Refund Withdrawal within the First week of classes	65%
Withdrawal within the Second week of classes	50%
Withdrawal within the Third week of classes	30%
Withdrawal after the Third week of classes	No Refund

Summer Term

Segment of Semester

Refund Withdrawal on the First day of classes	65%
Withdrawal on the Second day of classes	50%
Withdrawal on the Third day of classes	30%
Withdrawal after the Third day of classes	No Refund

REFUND POLICIES

Institutional Refund Policy (Withdrawal from School)

In order to be eligible for a refund, a student must formally withdraw from the College. (See procedures for withdrawing from the College.) Any student who withdraws from the institution may be eligible for a refund of institutional charges according to the Institutional Refund Policy. However, a student who receives financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The amount of refund will be determined on the basis of the official date of written withdrawal. Refunds should not be expected until four weeks after the beginning of a semester. The Pro-Rata Refund Policy (mandated by the U. S. Department of Education) may override the Institutional Refund Policy.

Federal/Institutional Refund Policy

This policy applies to any student who withdraws after his/her first semester of attendance at the college. Students who meet this basic criterion will have their institutional charges calculated according to the federal/institutional schedule.

Pro-Rata Refund Policy (Withdrawal from School)

This policy applies to any student who meets the following criteria:

1. Receives federal financial aid;
2. Attends the institution for the first time; and

3. Withdraws on or before the 60% point of the enrollment period.

Tuition refunds are apportioned according to the following schedule:

Within the first week of the semester:	65%
Within the second week of the semester:	50%
Within the third week of the semester:	30%
After the third week of the semester:	None

Reimbursement Policy

Students who are eligible for reimbursements from loans or other overpayments will receive payments based on a predetermined schedule:

Fall Semester, generally

October
November
December

Spring Semester, generally

February
March
April

Students receiving bank loans may have funds in excess of first semester charges. These excess funds may be used to defray second semester charges. If a student wishes to voluntarily leave his/her credit for either next semester, this request must be made in writing and submitted to the Bursar/ Student Accounts Receivable Officer. Students receiving refunds from any type of overpayment for the first semester will be expected to save funds necessary for the second semester registration payment. Deferments will not be given to these students for the second semester under these circumstances.

REFUND POLICY

Students who are eligible for refunds due from federal loans or other overpayments will receive a refund within 14 days from the time it is posted/updated to the student's account. Students receiving bank loans may have funds in excess of first semester charges. These excess funds may be used to defray second semester charges. If a student wishes to voluntarily leave his/her credit for the next semester, this request must be made in writing and submitted to the Office of the Bursar. Otherwise, Student refunds will be deposited to his/her Bank Plus account as indicated by the Student Refund Schedule. However, if the refund is generated from the loan proceeds of a Parent PLUS Loan, a refund check will be mailed to the borrowers' address.

FEDERAL AID RECIPIENTS

Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies for when students who receive financial aid withdraw from the College. This policy applies to tuition, fees, and room and board.

If a student withdraws from Tougaloo College and is receiving federal financial aid, a portion of these funds may need to be returned to the federal aid programs and/or lender for Stafford Loans based on the following:

The student withdraws before completing 60% of the semester; the student is only entitled to federal aid based on the percentage of time that was completed. Pro-rata funds are calculated and determined by the percentage of the semester that has been completed up to and including the official date of withdrawal.

Based on this calculation, the College determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order:

Unsubsidized Federal Stafford Loan; Subsidized Stafford Loan; Federal Perkins Loan; Federal PLUS Loan; Federal Pell Grant and SEOG. Any remaining credit balances will then be returned to the state, college and/or student. Withdrawal from the College could result in a balance owed to the College for federal aid that must be returned to the federal programs and/or lender. No refunds will be made after the 60% point of the semester.

FEDERAL WORK STUDY/WORK AID

Tuition and fees are due in full at registration. However, Tougaloo College understands that additional aid may be required to cover the cost of attendance. That is why we participate in the Federal Work Study (FWS) and Work Aid programs. These programs provide jobs to students with financial need, allowing them to earn money to help finance their education. Students earn an hourly wage and are paid once a month. The Bursar's office will apply these earnings directly to any outstanding debt owed to Tougaloo College. After the full balance has been paid, Tougaloo College will deposit any remaining work-study or work-aid funds into their Bank Plus account on the last working day of the month.

AGREEMENT TO PAY COSTS OF COLLECTION AND LEGAL FEES

In consideration for enrollment as a student at Tougaloo College, the student assumes full responsibility for the payment of all fees and charges, including interest and penalties, that incur or that may be assessed for enrollment in any current enrollment period or thereafter. These fees and charges include, but are not limited to, tuition, room, board, student activity fees, bookstore and laboratory charges, traffic fines and any interest, deferment charges, late charges, or penalties pertaining to any of these fees and charges.