

Whittier College
Cancellation of Charges and Federal Title IV Refund Policy
Effective Spring 2005

Since Whittier College makes faculty engagements and other commitments for the entire year, the following tuition cancellation schedule has been established so that students share the cost when it is necessary for them to drop a course or withdraw from the College. These commitments are not subject to change, even though the number of students may vary. For this reason, no deviations from the tuition cancellation schedule will be made. This policy applies to all undergraduate and graduate students who withdraw or take a leave of absence, whether or not they have federal Title IV financial aid.

Withdrawal or Leave of Absence Process

Students who plan to withdraw or take a leave of absence from Whittier College must contact the Dean of Students office immediately. A student is not considered on leave or to have officially withdrawn from the College until the student submits a completed and signed Withdraw or Leave of Absence Form to the Dean of Students office. If the Withdraw or Leave of Absence Form is not submitted on a business day, the form will not be processed until the next business day. This date will also be used to calculate tuition cancellations whenever applicable.

Students who fail to notify the Dean of Students office of their withdrawal or leave of absence will not qualify for tuition cancellation of any kind.

Upon approval from the Dean of Students, notification of the withdrawal will be forwarded to the Student Financing Office, the Business Office and the Registrar to assure timely adjustments to student accounts.

Cancellation of Institutional Charges

Based on the date of the withdrawal or leave of absence from the College, a student may receive a pro-rated cancellation of that semester's direct costs for tuition, room and board. Please see the Living License Agreement, generated by the Office of Residential Life, for the schedule of room and board fees and withdraw dates. Indirect costs such as fees, insurance and book purchases will not be subject to pro-ration or refund.

Tuition cancellation schedule

<i>Withdrawal Date</i>	<i>Policy</i>
During week 1	100% of tuition will be cancelled
During week 2	90% of tuition will be cancelled
During week 3	80% of tuition will be cancelled
During week 4	70% of tuition will be cancelled

During week 5	60% of tuition will be cancelled
During week 6	50% of tuition will be cancelled
After Week 6	0% of tuition will be cancelled

For Summer Sessions, tuition cancellation policy will be applied based on the same schedule. However, the number of weeks in the semester is replaced by the number of days in the session. For example, week 1 will be replaced by first day of class, week 2 is equivalent to second day of class, week 3 equals third day of class etc....

If student is suspended, dismissed, expelled or asked to leave the College for any reason	Student is not eligible for tuition, room, board, insurance, or fees cancellation
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Return of Title IV Funding – Financial Aid

When a student withdraws or takes a leave of absence from the College, his or her federal financial aid must be returned to the government. The date of withdrawal or leave of absence Whittier College uses for Return of Title IV Funds shall be the date the student submits a completed and signed Withdraw or Leave of Absence Form to the Dean of Students office. The Office of Student Financing (OSF) will apply federal, state and institutional policy to determine the amount of funding – if any – that must be returned to the Department of Education, as well as any entity of student or parent aid assistance programs.

Title IV Funds include the following programs:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Stafford Loans
- Perkins Loans
- Parent/PLUS Loans

When calculating the return of federal aid, Whittier College uses the Department of Education’s formula and software to arrive at the amount that must be returned upon a student’s withdrawal or leave of absence. A copy of this calculation worksheet will be included in the student’s file and can be forwarded to the student upon request. The percentage of Title IV assistance earned will be equal to the percentage of the semester completed by the student, when said percentage is less than 60%. If a student withdraws after the completion of 60% of the semester, the percentage of aid earned during this time will be 100%. For more information, please log on to www.ed.gov and search “Return of Title IV”.

Federal Work Study funds are excluded from the return of Title IV process. However, upon notification of withdrawal a student will forfeit his or her remaining work study allocation because these funds are paid when earned.

Title IV Funding is returned in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Perkins Loans
4. Parent/Plus Loans
5. Pell Grant
6. SEOG(supplemental educational opportunity grant)
7. Other Title IV funds

Return of Institutional Aid

When a student withdraws or takes a leave of absence from the College, financial aid given by the College is also returned to its original source. Institutional aid consists of restricted and unrestricted scholarships, Whittier Grants, endowments and also Whittier Loans. The refund or cancellation of institutional financial aid shall follow the pro-rata policy of the "Cancellation of Institutional Charges." The date of withdrawal or leave of absence Whittier College uses for the return of institutional aid shall be the date the student submits a completed and signed Withdraw or Leave of Absence Form to the Dean of Students office.

Notification to Students

Students will be notified of all changes to their account via student billing statements. Please note that withdrawing from Whittier College, regardless of circumstance, does not release students from financial obligations.