

REFUND POLICIES

The institutional refund policy listed directly below describes how tuition/room and board “charges” will be handled. The federal refund policy determines which portions of Federal Title IV aid need to be returned to the federal programs.

Institutional Refund Policy

Refunds for withdrawal from the University will be made only after proper withdrawal forms have been completed. The forms are available in the Registrar’s Office. Failure to properly notify this office renders the student ineligible for refund. Full tuition is charged unless the student makes a formal withdrawal. The following schedule applies to all USF academic programs. Tuition charges will be computed according to the following schedule:

Number of weeks from the published start date of the course (**full term courses**):

During the...	Refund
1st or 2nd Week	100%
3rd or 4th Week	75%
5th Week and after	0%

Number of weeks from the published start date of the course (**modular courses**):

During the...	Refund
1st Week	100%
2nd Week	75%
3rd Week and after	0%

Resident students who complete withdrawal forms before the end of the semester are subject to the same refund policy for courses according to the room and board contract. Room and board may be prorated for extenuating circumstances on case by case basis by the Director of Residence Life. Refunds are payable to students thirty (30) days after the official date of withdrawal. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Director of Student Accounts, St. Clare Campus, 1550 Plainfield Road, Office 202, (815) 740-2268. Students dropped or suspended from the University of St. Francis are not eligible for refunds.

Students receiving Title IV assistance who completely withdraw from the University are entitled to a refund of any unused tuition/room and board charges. All attendees at USF will have their refund of Title IV assistance calculated using a policy that came forward as a result of the Reauthorization of the Higher Education Amendments of 1998.

Federal Refund Policy

Step 1 – determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

Step 2 – determine the percentage of the term completed. This is accomplished by dividing the number of calendar days actually completed by the number of calendar days in the term.

Step 3 – determine the percentage of the total federal Title IV assistance the student has earned. This is determined by multiplying the percentage

in step 2, above, by the total amount of federal Title IV assistance. At this time, the amount of unearned assistance is also calculated.

Step 4 – once the actual amount of assistance to be returned to the federal programs is determined, it will be returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Perkins Loan
- Federal Direct PLUS Loans
- Federal Pell Grant
- Federal SEOG
- Other Title IV Assistance

In all instances where applicable, funds must be returned to the federal programs within 30 days. If applicable amounts are not returned, the student may be reported to the U.S. Department of Education as owing a refund to a federal Title IV program. The student must be aware that the amounts to be returned to the federal programs may be money the student has already received as a refund from the University for off-campus living expenses. By owing this refund, the student will be ineligible to receive any further Title IV assistance from any other institution.