

## CLINTON TECHNICAL SCHOOL REFUND POLICY

Federal student assistance program regulations require institutions of higher education which participate in the Title IV aid programs to have a fair and equitable refund policy for all students who withdraw, drop out or are expelled from school. This regulation can be found in the Department of Education Federal Student Assistance Program provisions. Detailed information is available upon request in the financial aid office.

### **The CTS Institutional Refund Policy is outlined below:**

1. The school will retain 0% of tuition for students who withdraw prior to the beginning of training. The Practical Nursing \$50 reservation fee paid prior to class is nonrefundable.
2. The school will retain 25% of tuition for students withdrawing in the first week of class.
3. The school will retain 50% of tuition for students withdrawing in weeks 2, 3, and 4 of the program.
4. Students' tuition and fees are divided into two payments. The first tuition payment plus fees and supplies are charged in the first payment period. **If you withdraw during or after week 5**, you are responsible for 100% of the first tuition payment plus fees and supplies only. If you withdraw after the second tuition payment is due in September, you are responsible for both tuition payments.
5. Books and student activity fees are non-refundable. Applicable fees and supplies **may be** refunded if the expense has not been incurred.

**For students leaving CTS with a balance due to the school, he/she must pay this balance in full or make monthly installments to satisfy this debt. Outstanding balances may be turned over to a collection agency.**

This refund policy applies to all post-secondary students who execute a complete withdrawal from coursework during the academic year, or who are dismissed or expelled from a program.

## RETURN TO TITLE IV POLICY

When a student withdraws or is dismissed from Clinton Technical School, a Return to Title IV calculation, using the federal formula and worksheets, is used to determine, as of the date the student withdrew, the amount of time the student was scheduled to attend in relation to the amount of time in the payment period. Up through the 60% point in the payment period, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Title IV funds received, or was scheduled to receive, in the payment period. If funds were not disbursed before the student withdrew and student earned aid that could have been disbursed, after Return to Title IV a post withdrawal disbursement could be made. Note: For a second disbursement of loan funds, a post withdrawal disbursement is prohibited.

A Return to Title IV calculation must be performed after the student withdraws so that any unearned funds are returned to the programs within 45 days from the date of determination that the student withdrew. Title IV refunds to a student's award will be distributed using the following priority award order:

- a. Unsubsidized Direct Loan
- b. Subsidized Direct Loan
- c. Federal PLUS Loan

- d. Federal Pell Grant
- e. Other Federal, state, private, or institutional aid
- f. Student