



REFUND POLICIES

INSTITUTIONAL REFUNDS:

The institutional refund policy in effect when a student drops a single course or completely withdraws from all courses during a period of enrollment is based on a combination of the student's location, last date of attendance (LDA) and (where appropriate) the length of the course. Room and Board charges are assessed using the vacate date and the following refund schedule.

Ottawa University will consider a student actively enrolled for course(s) unless notified in writing by the student that s/he has withdrawn. Students who stop participating may be administratively withdrawn in accordance with the University Attendance Policy.

Withdrawal procedures vary by location. Students should consult with their Academic Advisor, the Adawe Life Plan Center, or the Registrar's office for more information.

Expenses, such as Tech fees, Student Benefit fees, Course fees, etc. are non-refundable.

STUDENTS ATTENDING A RESIDENTIAL CAMPUS:

Refund Schedule*:

Tuition, Room and Board charges are assessed using the following schedule and is based on the students last date of participation in class. Students enrolled in terms that are less than 8 weeks, will be refunded using the Alternate refund schedule.

| | | |
|--|----|---------------------------------------|
| Prior to the first day of classes | -- | 100% refund of the semester's tuition |
| During the 1 st week of classes | -- | 80% refund of the semester's tuition |
| During the 2 nd week of classes | -- | 60% refund of the semester's tuition |
| During the 3 rd week of classes | -- | 40% refund of the semester's tuition |
| During the 4 th week of classes | -- | 20% refund of the semester's tuition |
| After the 4 th week of classes | -- | No refund of the semester's tuition |

Alternate Refund Schedule for terms that are less than 8 weeks:

| | | |
|---|----|-------------|
| Prior to Monday of the 2 nd week | -- | 100% refund |
| Week 2 of the course (Tue-Sun) | -- | 75% refund |
| Week 3 of the course (Mon-Sun) | -- | 50% refund |
| Remainder of the term | -- | No refund |

* When special circumstances exist, the University may refund *more* than is required.

STUDENTS ATTENDING ALL OTHER CAMPUSES AND ONLINE:

Courses that are 3 weeks long or shorter:

| | | |
|--|----|-------------|
| If the student does not attend the course | -- | 100% refund |
| If the student attends any portion of the course | -- | No Refund |

Courses that are 4 weeks long or longer:

| | | |
|---|----|-------------|
| Prior to Monday of the 2 nd week | -- | 100% refund |
| Week 2 of the course (Tue-Sun) | -- | 75% refund |
| Week 3 of the course (Mon-Sun) | -- | 50% refund |
| Remainder of the term | -- | No refund |

RETURN OF TITLE IV FINANCIAL AID:

Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. The R2T4 calculates the amount of title IV grant or loan assistance that a student has earned based on the number of scheduled calendar days in the payment period divided by the number of calendar days the student completed as of the LDA. The return of title IV funds by the institution must be made as soon as possible, but no later than 45 days after determining the student has withdrawn. Pell grant funds that are required to be repaid by the student will be returned by the institution on the student's behalf.

Title IV financial aid is refunded in the following order as prescribed by law and regulation. Examples of the refund calculations are available by contacting the Director of Financial Aid.

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Federal Teach Grant
7. Other Federal, State, private or institutional aid
8. The student

POST-WITHDRAWAL DISBURSEMENTS:

Some students who withdraw may be eligible for federal funds that could have otherwise been disbursed. Students will be notified in writing of any potential eligibility and the timeframe in which they must respond (at least 14 days). It is institutional policy to apply Pell grant eligibility against any balance due to the university. Students with no balance due will have to authorize the disbursement of Pell grant and loan funds. Students with a resulting credit balance after the federal refund calculations have been completed will receive those funds from the Accounts Receivable Department within 14 days.

UNOFFICIAL WITHDRAWALS:

Financial Aid students who fail to earn any passing grades during any period of enrollment may be determined to have unofficially withdrawn. The Federal R2T4 calculation will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s). Because the student did not officially withdraw, the institutional charges may not be reduced and any resulting return of funds can/will result in a balance due the University. For this reason, students are strongly encouraged to officially withdraw from any class as quickly as possible once the decision to not complete has been made.

ADDITIONAL REFUND CALCULATIONS:

Additional State and Federal refund policies may apply.

FORCE MAJEURE:

In the event that circumstances beyond the University's control arise which require the University to suspend, close, or adjust certain services such as housing, dining, in-person education, and other operations, the University is under no obligation to adjust or refund tuition, fees, room/board, or other auxiliary costs. All refund policies pertaining to force majeure remain at the discretion of the University.

For this purpose, "Force Majeure" is defined as any act of God (i.e., fire, tornado, earthquake, flooding, etc.); war, hostilities (declared or undeclared), invasion, act of foreign adversaries, mobilization, requisition or embargo; rebellion, insurrection, military or usurped power or civil war; contamination by hazardous material; riot, commotion, strikes, disorder; acts or threats of terrorism; plague, epidemic, pandemic, infectious outbreaks, or other public health crises – including quarantine or other public health restrictions; and any act(s) of local, state or governmental that may prohibit or impede the ability of the University to fulfill these obligations. If such impediments occur, the above pro-rated refund schedule may not apply and, instead, the University will provide a good faith estimate of the expected duration and effects caused by the force majeure event, with a primary focus on minimizing disruptions in academic services.

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