



INSTITUTIONAL REFUND POLICIES

Notwithstanding circumstances in which the university is declaring a force majeure (see below), 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.

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will consider a student actively enrolled for course(s) unless notified in writing by the student that s/he has withdrawn. Students who stop participating may be administratively withdrawn in accordance with the University Attendance Policy.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

All other expenses, such as any fees, are non-refundable. Room and Board charges are assessed based on the student's withdrawal date, last date of attendance or vacate date, whichever is latest.

STUDENTS ATTENDING A RESIDENTIAL CAMPUS:

Refund Schedule for 8 and/or 16-week enrollment periods beginning Fall 1 and/or Spring 1 (excluding Pre-Fall and Spring 3) *:

Tuition, Room and Board charges are assessed using the following schedule. Students enrolled in enrollment sessions that are less than 8 weeks, will be refunded using the Alternate refund schedule. Except where indicated otherwise, a week of classes is defined as starting Monday morning through midnight on the following Sunday.

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

Refund Schedule for 8-week enrollment periods beginning mid-semester (Fall 2 and/or Spring 2) *:

Tuition, Room and Board charges are assessed using the following schedule. Students enrolled in enrollment sessions that are less than 8 weeks, will be refunded using the Alternate refund schedule.

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

Alternate Schedule for courses that are less than 8 weeks long:

Prior to the first week of classes	--	100% refund
During the first week of classes	--	50% refund
After the first week of classes	--	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

FORCE MAJEURE: In the event that Ottawa University must suspend, close, or adjust operations in response to force majeure, 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.

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 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, revolution, 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.

UNOFFICIAL WITHDRAWALS:

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have elapsed in any period of enrollment may be determined to have unofficially withdrawn if they are assigned a grade of F, NC or I. 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. Federal refund calculations will be calculated for financial aid recipients who withdraw from all courses. 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 Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Federal Teach Grant
8. Other Federal, State, private or institutional aid
9. The student

Rev (August 18, 2020)