

## Refund Policy

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 last date of attendance (LDA) in the given course and the length of that course.

### **3 Weeks & Under Course:**

If the student attends any portion of the course (LDA recorded) =	NO Refund
If the student does NOT attend the course (no LDA recorded) =	100% Refund

### **4 to 8 Weeks Course:**

The refund will be calculated based on the LDA with the following WEEKLY schedule:	
Through Drop Period (Monday of Week 2)	= 100% Refund
Week 2 of Course (Tue -Sun)	= 75% Refund
Week 3 of Course (Mon-Sun)	= 50% refund
Remainder of term (Mon-through end of course)	= NO refund

*\*\*Refer to appropriate chart for further clarification(included as attachment)*

### **'No Show' Refund policy:**

Students who have never attended any sessions of a pre-registered class or submit a withdrawal form constitutes a No-Show withdrawal and 100% tuition will be refunded.

### **Fees:**

All fees, unless noted in official Ottawa publications, are NON-REFUNDABLE.

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 calculation are available by contacting the Director of Financial Aid.

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Loans
5. Other Title IV Aid Programs
6. Other Federal, state, private or inst aid
7. The student

### **UNOFFICIAL WITHDRAWALS:**

Financial Aid students who fail to continue participating in an academically related activity before 60% or more of the calendar days have expired 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unofficially withdrawn if they are assigned a grade of F, NC or I. The Federal R2T4 calculations will be processed as though the student had withdrawn and any required refunds will be returned to the appropriate Federal program(s).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.

Any outstanding balances owed to Ottawa University will be deducted prior to issuance of any credit balance refund to the student.