

## **Refund Policy**

### **Notification Requirements**

The Refund Policy pertains to the amount of tuition, fees, housing and meal plan that a student will be charged. To view the University's refund policies regarding all charges, see the Student Accounts Refund Policies document.

All Undergraduate matriculated (degree-seeking) students who withdraw from BSU must communicate their withdrawal in writing through the Academic Achievement Center.

All Graduate matriculated (degree-seeking) students who withdraw from BSU must communicate their withdrawal in writing through the Office of Graduate Studies.

### **Financial Aid Withdrawal Policy**

The Financial Aid Withdrawal Policy pertains to the amount of financial aid that the student may keep, based on the student's date of withdrawal. The official date of withdrawal for this policy is the date that the student begins the official withdrawal process or the date that the student notifies the University of his or her intent to withdraw. In the case of an unofficial withdrawal, an enrollment census is distributed to faculty twice per semester. The reported last date of class attendance as documented through the institution's census reporting will be used as the established date of withdrawal.

Students who are receiving financial aid (federal, state, institutional, and merit) are subject to the Financial Aid Withdrawal Policy. BSU must return any financial aid funds (including loans) to the appropriate aid programs that were not "earned" by the student. The amount of aid "earned" is determined based on the amount of time the student was enrolled. For example, if a student only completes 5% of the semester, the student only "earned" 5% of their financial aid. Three separate calculations are performed: One with all federal aid, a second with state aid, and a third with institutional and merit aid. The student in this example would be allowed to keep 5% of all federal aid and 5% of all other aid.

Students awarded who withdraw prior to aid being disbursed are entitled to a post-withdrawal disbursement. Notification is sent and students are given two weeks to submit written permission granting the institution authorization to disburse any eligible loan funds to their student account. If no response is received, all loan funds will be canceled.

The Financial Aid Withdrawal Policy requirement remains in effect beginning the day after drop/add until the 60% point of the semester, November 10, 2016 for the fall semester, March 30, 2017 for the spring semester. After those dates the student may retain all financial aid. Financial aid will be completely canceled for students who withdraw during the drop/add period.

Unearned Federal Title IV aid other than Federal Work Study must be repaid by the student in the following order:

Federal Unsubsidized Direct Loan  
Federal Subsidized Direct Loan  
Federal Perkins Loan  
Federal Parent (PLUS) Loan  
Federal Pell Grant  
Federal SEOG  
Other Title IV Financial Aid

The Institution is responsible for returning any unearned Title IV aid within 45 days of the date the school determined the student withdrew. The student is responsible to repay 100% of unearned aid. It is very possible that a student who receives financial aid and withdraws during the financial aid withdrawal period will owe a balance to the BSU Student Accounts Office and may be required to repay funds to the U.S. Department of Education.

Before calculating the amount of financial aid that must be cancelled, the following is taken into consideration:

- If a Promissory Note for a PERKINS LOAN, MASS NO INTEREST LOAN, DIRECT SUBSIDIZED LOAN or DIRECT UNSUBSIDIZED LOAN has not been signed and submitted by the student prior to the withdrawal date, the loan(s) is automatically canceled.
- If Entrance Counseling has not been completed by the student prior to the withdrawal date, the DIRECT SUBSIDIZED LOAN and DIRECT UNSUBSIDIZED LOAN are automatically canceled.
- If the student is a first time attendee of BSU and withdraws during the first 30 days of the semester, the DIRECT SUBSIDIZED LOAN and DIRECT UNSUBSIDIZED LOAN are automatically canceled.
- If a MASSGRANT or other State Grant is expected and not actual on the date of withdrawal, the MASSGRANT or other State Grant is automatically canceled.

The calculation applies the percentage to the amount of aid *after* the above adjustments have been made.

## **Financial Aid Refund Examples**

### **Example A**

Laurie is a first time attendee at BSU, enrolled in 12 credits during the fall semester. Laurie withdraws on 9/15/14 (during the second week of classes). Based on the Refund Policy, Laurie receives an 85% refund on her tuition and fees. She is responsible for paying 15%. Because Laurie withdrew on the second day of class, she only completed 7.5% of the semester. Since she only 'earned' 7.5% of her financial aid, she is only entitled to receive 7.5% of the financial aid that she was eligible to receive on the date that she withdrew.

	<b>Original Bill</b>	<b>Revised Bill</b>
Day Tuition	455.00	68.25
SGA Fee	24.00	24.00
Technology Fee	15.00	15.00
Day Fees	2624.00	393.60
Orientation Fee	120.00	120.00
Health Insurance	1250.00	1250.00
Parking Decal	100.00	100.00
<b>Total Bill</b>	<b>\$4588.00</b>	<b>\$1970.85</b>

	<b>Original Financial Aid</b>	<b>Eligible Aid at Time of WD</b>	<b>Revised Financial Aid</b>
BSU Fee Grant	1000.00	1000.00	75.00
Direct Sub. Loan	1750.00	0.00 <i>(withdrew prior to 30 days)</i>	0.00
Expected Massgrant	400.00	0.00 <i>(was expected, not actual)</i>	0.00
Pell Grant	1375.00	1375.00	103.00
Perkins Loan	1000.00	0.00 <i>(did not sign note)</i>	0.00
<b>Total Aid</b>	<b>\$5525.00</b>	<b>\$2375.00</b> <i>(1375 federal; 1000 other)</i>	<b>\$178.00</b>

Originally, Laurie did not owe anything on her bill (she was expecting a refund of \$930+ to help with other educational expenses). After the refund process, she now owes the university slightly under \$1800 as a result of her withdrawal.

**Example B**

Mike is a returning student, enrolled in 12 credits, living in campus housing. Mike withdraws on 9/30/14 (during the 4th week of classes). Based on the Refund Policy, Mike is not entitled to receive any refund on his billed charges. He is responsible for paying 100%.

Based on Mike's date of withdrawal, he completed 21.7 % of the semester. Since he only 'earned' 21.7% of his aid, he is entitled to receive 21.7% of the financial aid that he was eligible for on the date that he withdrew.

	<b>Original Bill</b>	<b>Revised Bill</b>
Day Tuition	455.00	455.00
SGA Fee	24.00	24.00
Technology Fee	15.00	15.00
Day Fees	2624.00	2624.00
Parking Decal	100.00	100.00
Room	1600.00	1600.00
Board	1200.00	1200.00
<b>Total Bill</b>	<b>\$6018.00</b>	<b>\$6018.00</b>

	<b>Original Financial Aid</b>	<b>Eligible Aid at Time of WD</b>	<b>Revised Financial Aid</b>
Direct Sub. Loan	1750.00	1750.00	0.00
Actual Massgrant	300.00	300.00	65.00
Pell Grant	1375.00	1375.00	678.00
<b>Total Aid</b>	<b>\$3425.00</b>	<b>\$3425.00</b>	<b>\$743.00</b>
		<i>(\$3125 federal; \$300 other)</i>	

Originally, Mike owed \$2590+ on his bill. After the refund process, he now owes the university \$5275 as a result of his withdrawal.

### **Example C**

Justin is a freshman commuter who is enrolled full time. He withdraws on November 20, 2014. Based on the Refund Policy, Justin is not entitled to receive any refund on his billed charges. He is responsible for paying 100%.

Based on Justin's date of withdrawal, he has completed at least 60% of the semester, so he is entitled to keep 100% of his financial aid.