

GRADUATE Withdrawals and Refunds

Return of Title IV (Federal) Aid Policy:

If you withdraw from Concordia College during a semester or summer term, you must complete the proper withdrawal form in the Student Affairs Office. The Financial Aid Office will then calculate how much federal aid you have “earned” based on your withdrawal date. As a result, your earned Federal Student Aid may not cover all unpaid institutional charges due to Concordia College.

The steps that Concordia must complete to comply with the federal policy are:

1. Determine the withdrawal date.
2. Determine the amount of earned federal aid.
3. Return unearned federal funds to the appropriate program(s).

However, in order to ensure that you are eligible to receive financial aid, Concordia may first verify with your instructor(s) that you are attending or participating in academic activities related to your classes for the term.

The withdrawal date is the date you begin the withdrawal process. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term, unless the college can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of “earned” federal aid.

If you withdraw before completing 60 percent of the term, you “earn” federal funds in direct proportion to the length of time you were enrolled. The percentage of earned aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the term. If you complete 60 percent of the term, you earn all federal financial aid for the term.

The responsibility to repay unearned aid is shared by Concordia College and the student. The college’s share is the lesser of the unearned aid or unearned institutional charges. The college’s share must be repaid to the federal aid programs in the following order, before the student’s share is considered:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Graduate PLUS Loan
4. TEACH Grant

If you are required to repay a portion of your loan through the student’s share calculation, you will not be expected to return those funds immediately, but rather when repayment begins according to the terms and conditions of the promissory note. If your share includes grant funds, federal rules allow the grant to be reduced by 50 percent, and Concordia College will repay these grant programs on your behalf. You will then be responsible for repaying the money back to Concordia College. If this causes undue hardship, a satisfactory payment arrangement can be made with Concordia’s Business Office.

Institutional, State and Private Refund Policy:

The Return of Title IV policy, cited above, only considers federal aid. Concordia is also required to determine if any institutional or state financial aid must be returned if you completely withdraw. Concordia offers refunds of tuition and room/board through the eighth week of fall or spring semester.

If you withdraw during a period of time that allows for a refund of tuition and/or room and board, a portion or all of your institutional, state and/or outside funding may be reduced or cancelled, assuming the institutional refund was not used to fully repay the Return of Title IV Aid. If you receive a 100 percent tuition refund on all courses for a particular term, all institutional, state and outside funding must be returned to the appropriate aid program(s).

Refunds for Reduced Load: If you find it necessary to drop a course during the semester, obtain a drop-add form from the Office of the Registrar. The completed form must be submitted by the deadlines on the academic calendar. If your student status changes from overload to full time or from full time to part time, tuition refunds through the eighth week of the semester will be granted effective on the date the drop-add form is returned to the Office of the Registrar. Dropping below full-time status may have an impact on the financial aid received.

Appeals on Refunds: Any questions or problems related to refunds should be directed to the controller, whose office is located in the Business Office.

Terms of Statement: In order to receive any credit balance, complete settlement of your bill must be made.