

Effective Date: October 18, 1993

POLICY

Authority: RCW 28B.15 & RCW 28B.35.120

Approved: President's Council 10/18/93

POL-U5352.04 -- REFUND POLICY

This policy applies to Students at Western Washington University.

DEFINITION

The word "refund" in the General Provisions of the Higher Education Act refers to a refund of institutional charges that usually occurs after the student has withdrawn from school. These include tuition and fees, room and board, etc. If the student received financial aid (except Work Study), a portion of the refund must be returned to those aid programs.

Housing Refund

The housing refund policy is established by University Residences and is part of the student's housing contract. The refund calculation is based on the actual number of days a student resides in University Residences. This policy meets or exceeds the federal guidelines for refund calculation.

Tuition Refund

The tuition refund policy of Western Washington University is established by the State of Washington and the Board of Trustees and is described in the Western Washington University Bulletin and General Catalog.

POLICY STATEMENT

In ordinary circumstances, a student who withdraws before the sixth day of instruction in a quarter receives full refund of tuition and fees, except for the initial registration deposit required of new students.

A refund of one-half of tuition and fees is made to a student who withdraws on or after the sixth day of instruction, provided such withdrawal occurs within the first 30 calendar days following the first day of instruction. After the 30th day, no refunds are granted.

NOTE: The first \$50 of tuition and fees paid by a newly admitted student, whether s/he paid as part of a separate deposition to accept an offer of admission or as part of total fees at the beginning of the quarter,

is not refundable.

Exception To The Above Tuition Refund Policy

Students who are in their first quarter of attendance at the University, who withdraw during the first 60% of the quarter and who are receiving Title IV aid will receive the greater of a tuition refund as calculated above OR a prorated amount based on the following formula:

- 1)
$$\frac{\text{Number of Weeks not completed}}{\text{Total weeks in the quarter}} = \text{Percent of period not completed (round down to next 10\%)}$$
- 2)
$$\% \text{ not completed} \times \text{Institutional charges for enrollment period} = \text{Institutional amount refunded}$$
- 3)
$$\text{Amount - refunded} - \text{Administrative fee (not to exceed the lesser of 5\% of the total or \$100)} + \text{Unpaid student charges} = \text{Total}$$

Unofficial Withdrawal

In the cases of unofficial withdrawal, the drop-out date (defined as the last recorded day of class attendance as documented by the institution) will be used to calculate a tuition refund.

Refund Priority

Institutional refunds (tuition and housing refunds) will be used first to repay the student aid programs before any cash is refunded to the student. Tuition refunds will be calculated based on actual tuition paid, excluding any tuition waivers. If the student received any Title IV aid, part of the refund must be returned to the Title IV funds. The Title IV portion of the refund is calculated using the following formula:

$$\text{Amount to be returned to Title IV programs} = \frac{\text{Institutional refund} \times \text{Total amount of Title IV aid (excluding work study) received}}{\text{The payment period*} \times \text{Total amount of aid from all sources (excluding all work study earnings and tuition waivers) received for the payment period.}}$$

*Stafford, SLS, and PLUS loan amounts used in this formula are the amounts authorized/awarded for this payment period.

The student aid programs will be repaid in the following order of priority:

Title IV

1. Federal Family Education Loans (in the following order of priority: Stafford Loans (Subsidized, then unsubsidized), SLS Loans, PLUS Loans)
2. Federal Perkins Loans
3. Federal Pell Grant
4. Federal Supplemental Educational Opportunity Grant
5. Other Federal Student Aid

Other Sources

1. State Need Grant
2. State Educational Opportunity Grant
3. Other State-Funded Student Aid
4. Institutional Scholarship/Grant
5. Private Donor Scholarship, if instructed by donor.

Funds may not be allocated to a program from which the student did not receive aid in that quarter, and the amount refunded to any program may not be greater than the amount the student received from that fund. Any remaining refund after the aid programs have been refunded, goes to the student.

Change in Student Status

A student who has paid part-time fees and who adds courses bringing total credits to ten or more will pay the balance between fees already paid and the full-time fee. A full-time student who drops courses so that the remaining total of credits is nine or fewer will receive a refund of (1) the difference between the full- and part-time fees if the change is made before the sixth day of instruction; or (b) one-half the difference if the change is made from the sixth day of instruction through the thirtieth calendar day following the first day of instruction.