

REFUND POLICY AND REQUIREMENTS FOR WITHDRAWAL AND RETURN OF FEDERAL FINANCIAL AID

Refund of Fees

If you withdraw from one or more regularly scheduled credit courses prior to the fifteenth calendar day of the quarter, you will receive a 100% refund of your tuition. There is no refund of tuition for courses dropped after the fifteenth day. (The official date of withdrawal or course drop is determined by the date the drop/add form is received by the Office of Student Records.) Refunds for flex courses not meeting a full session are prorated.

The return of fees policy carries the following exceptions:

- A. Students dismissed from Marion Technical College or withdrawing at the insistence of the College are not entitled to any refund of fees.
- B. If fees are paid under mistake of law or paid for courses canceled by the College, they are returnable in full.
- C. Laboratory fees for a dropped course will be refunded in full from the time fees are paid through the census date.
- D. The following fees are non-refundable:
 - a. Application Fee
 - b. Credit-by-Examination Fee
 - c. Deferred Payment Fee
 - d. Late Registration Fee
 - e. Life Experience Evaluation Fee
 - f. Parking Fee
 - g. Insurance Fees
- E. Refunds to students on financial aid are repaid to the source from which they came and not to the student. Students receiving federal financial aid may have to repay a portion of this upon withdrawing from the College or if they stop attending classes before 60% of the enrollment period is complete (see Financial Aid Refund section.) Federal regulations require that the College keep attendance records and recalculate financial aid based on the last day that a student attended.

Financial Aid Refund

Financial aid awarded for any quarter is to be used toward meeting the cost of attending MTC for that period.

If you withdraw from the College or change academic status, a recalculation of the award may be necessary. This recalculation will be based upon your new status

and the time of the quarter in which the change was made. By withdrawing from classes, or if you stop attending before 60% of the enrollment period is complete, you may be responsible for repaying Federal Student Aid (such as Pell Grants and Direct Loans). Check the financial aid bulletin board or the fee update sheet for specific dates.

Class Attendance

Students who fail to attend classes and do not withdraw are also subject to refund and repayment of financial aid.

Repayment

The financial aid officer will compute the repayment and notify the Business Office of the amount you owe. You will be billed and instructed how to make repayment. Future financial aid and grades/transcripts may be withheld until repayment is made.

If repayment is not made, your debt shall be turned over to a collection agency for collection assistance. All refunds are returned to the source from which they came.

Withdrawal from the College

If you wish to withdraw from the College, you may do so by completing a drop/add form available from the Office of Student Records.

The course content, learning objectives, grading scale, and assignments are the same in all of these formats. The instructional methods for the course are adjusted depending on the format, but students who successfully complete the course will learn the same material, regardless of the course format.