

## REFUND POLICIES



BROWN MACKIE COLLEGE  
ATLANTA<sup>SM</sup>

## **TUITION, FEES, AND REFUND POLICY**

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition and fee charges. The College, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

### **Tuition and Fees**

A listing of the College's tuition and fees is published in the *Bulletin* identified as part of the catalog.

### **Refund Policy**

The College is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

If a student has extenuating circumstances such as injury or prolonged illness that will not allow the student to continue in school, the school may make a settlement that is reasonable and fair to the student and to the Institute.

### **Return of Federal Title IV Aid**

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The College will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, and SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the quarter, the student may need to return some of those funds. If the student needs to return funds, the College will notify the student regarding how much is owed, and how it is to be returned.

### **Adjustment of charges**

In accordance with College policy, if a student withdraws from the College, the College will earn tuition and fees as follows, based on the week in which the student withdraws.

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all tuition paid in advance shall be refunded. Any student who begins classes and then withdraws prior to the end of any quarter will be obligated on the following basis. If the last date of attendance is during the:

#### **State of Georgia Refund Policy:**

<i>Percentage of Quarter Completed</i>	<i>Refund Applicable</i>
Up to 5%	95% of quarter's tuition
More than 5% but not more than 10%	90% of the quarter's tuition
More than 10% but not more than 25%	75% of the quarter's tuition
More than 25% but not more than 50%	50% of the quarter's tuition
More than 50%	No refund due

Refunds are issued through the Financial Aid Office when a student withdraws from all courses. The student's last date of attendance (LDA) is used to determine the refund due. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Financial Aid Office for advising and information concerning loan repayment. The refund policy applying to books and supplies is available in the campus bookstore.

During a refund procedure, the registrar reports withdrawals to the Financial Aid Office and the Student Financial Services Office. The Financial Aid Department calculates refunds as appropriate to policy and forwards the information to the Corporate Financial Aid Office for verification, notifying all appropriate lenders. Finally, the Corporate Financial Aid Office refunds any money due to the lender or other appropriate agencies.

The College will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The College will then calculate how much of the charges can be retained based on the College policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to federal loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the federal refund is made, under College policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

If kits, components of the kit, books, or supplies are returned to the bookstore in re-saleable condition within 21 days of withdrawal, a credit will be given.

All refunds and return of funds will be made within 30 days of the date that the student notifies the College of the withdrawal.

Examples of the calculations for this policy are available in the Student Financial Services Office.

### **Cancellation of Enrollment**

An applicant may cancel his or her enrollment by submitting notice in writing within five business days after midnight of the day on which the Enrollment Agreement was signed, but prior to attending class. The five days do not include Saturdays, Sundays and observed holidays. When enrollment is cancelled, all monies paid to the College or its representative will be refunded to the applicant.