



Withdrawal and Refund Policies

(Revised 4/2023)

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

Return of Title IV Funds Policy

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid received is unearned, Federal Title IV Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, Campus will notify the student in writing with appropriate instructions. After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

Institutional Refund Policy

For students enrolling utilizing an official Campus Enrollment Agreement, the following institutional refund policy applies:

When a student withdraws from a program, tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. Tuition charges are computed on the basis of weeks attended versus the published length of the program (traditional programs) or term (Campus Scholars programs) as indicated on the student's enrollment agreement. If a student withdraws after completing 75% or less of the length of the program/term, the unused portion of the tuition will be refunded. If a student completes more than 75% of the program/term, no refund will be due. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that a student owes is greater than the amount that he/she has paid, then it is the student's responsibility to make arrangements with the Student Accounts department to pay the outstanding balance. If the amount that the student has paid is greater than the amount owed, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Loans
4. Federal Pell Program
5. Federal SEOG Program
6. Cal Grant
7. Cash payment made on students' behalf
8. Arnold E. Zimmerman Scholarship Program

Important notes regarding the Campus refund policy:

- The registration fee is a one-time, non refundable charge.
- Campus follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.

- A student may have outstanding charges due after the calculation of the Return to Title IV Funds calculations. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for post-withdrawal disbursement to cover any outstanding tuition balance.
- Students who attend with the assistance of Title IV aid will have any refunds made directly to the funding sources in which they participated.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return to Federal Funds" refund, will be sent to the California Student Aid Commission.
- Prorated student charges, plus the account reconciliation fee, will not exceed the "Total Charges" as outlined on the front of the student's enrollment agreement.