



REFUND POLICIES

A refund is money due a student or financial aid source when a student has withdrawn or drops a class. Two refund policies are in effect at Columbus Technical College. The refund policy used varies depending on the type of aid a student is scheduled to receive or if they have completely withdrawn from school or have been dropped.

CTC Refund Policy

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Columbus Technical College implemented a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each term. Students have the first three days of each term to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a "W" grade in the class and not have any hours counted against their financial aid cap. If students drop any course(s) after the third instructional day of the term, they will receive no refund, will earn a "W" grade and will have the credit hours count against their financial aid cap.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within forty-five (45) days (1) of the last day of attendance if written notification has been provided to the College by the student, or (2) from the date the College terminates the student or determines withdrawal by the student.

Tuition refunds for students receiving benefits through the Department of Veterans' Affairs will be prorated over the length of the course.



Federal Refund Policy

Students receiving assistance from Title IV programs (Federal Pell Grant and FSEOG) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60% of the term, he or she will have earned 100% of the aid for that period. If the student completed 60% or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be calculated by counting the number of days completed up to the point of withdrawal divided by the total number of days in the term. This percentage will be applied to Title IV funds for which the student established eligibility prior to the withdrawal date.

The Title IV aid earned is first used to pay the tuition, fees, and bookstore charges the student has deferred to their Title IV aid account. If any funds remain after deducting these charges, the student will receive the balance due in the form of a refund check within 14 days of a credit balance on the student's account. If the amount of Title IV aid earned is insufficient to cover these charges, the student is liable for these charges that must be paid before being allowed to enroll in another term of study at Columbus Technical College. Examples are available in the Financial Aid Office.



Unofficial Withdrawal

Federal Title IV funding regulations require that any student who begins attendance but fails to earn a passing grade in at least one course during a semester and who does not officially withdraw shall be considered as having unofficially withdrawn from the College unless it can be documented that the student completed the period of enrollment and earned the grade of "F".

A student who does not earn at least one passing grade during a semester for which Title IV funds were disbursed will have a Return to Title IV calculation performed to determine how much of the Title IV funds were earned. At the completion of each term, the financial aid office will, after review of academic records, identify Title IV recipients who have received all grades of "F" or a combination of "F", "W", "WF", "WP" for the semester. The financial aid office will contact the registrar's office to determine the student's last date of attendance or academic activity for each student identified if such information is not noted on the class roster.

If attendance or academically related activity can be verified in at least one class and the student began attendance in all classes, the student will have earned 100% of the Title IV aid disbursed for the semester. Any refund owed to a federal financial aid program is the student's responsibility and will appear as a charge on the student's Banner Web student account. Students will receive notification of this action via an email and an updated billing statement.

The college will return "unearned" funds in accordance with the College's Return to Title IV policy. These funds will be returned to the source through G5. Portions of unearned funds that are the responsibility of the student will be reported to NSLDS as an overpayment.