

A. HASTINGS COLLEGE REFUND POLICY

Standard Refunds-Students Receiving NO Title IV Assistance: Refunds will be based on the full term's institutional charges, with the exception of room and board charges. Room and board charges will be prorated based on the student's withdrawal date. If a student officially withdraws (see withdrawal policy) prior to the end of the first week of classes, Hastings College will charge only the \$200 late withdrawal fee. If the student withdraws after the first week of classes, the following refund schedule will apply:

Prior to the end of the 2nd Week.....80%

Prior to the end of the 4th Week.....70%

Prior to the end of the 5th Week.....60%

After the 5th Week.....No Refund

A student who attends at least one class in any particular week will be charged the full week for refund purposes.

The awarding of Hastings College Scholarships will also be based on the percentages listed above. If a student is charged at the 20% rate, they will receive 20% of their Hastings College Scholarship award for that semester.

Refunds for Students Receiving Title IV Assistance: Refunds will differ under this policy. The refund for all institutional charges will remain the same as under the standard policy described above. However, there will be a difference for the return of any Title IV aid (with the exception of Federal Work-Study Funds) which the student has received and could have received prior to the withdrawal date. These regulations are based on the Higher Education Opportunity Act of 2008 as issued by the U.S. Department of Education.

If a student withdraws prior to completing 60% of the period of enrollment, they must return the unearned portion of the Title IV aid which was credited or the amount of aid which could have been credited to their account at the time of their withdrawal. Under this policy, actual days are used rather than weeks when determining the amount of Title IV aid earned. Scheduled breaks of five consecutive days or longer are excluded from the calculation but weekends are included when calculating the percentage of enrollment. If the percentage of the enrollment period completed is more than 60%, the student has earned 100% of the aid and no refund is required.

Title IV Refund Distribution: Hastings College will return Title IV funds within 30 days from the date of first notification of withdrawal by the student. Refunds will be returned in the following order.

- (1) Unsubsidized FFEL/Direct Stafford Loan
- (2) Subsidized FFEL/Direct Stafford Loan
- (3) Perkins Loan
- (4) FFEL/Direct PLUS (Graduate Student)
- (5) FFEL/Direct PLUS (Parent) Loan
- (6) Federal Pell Grant
- (7) Academic Competitiveness Grant
- (8) National SMART Grant
- (9) Federal FSEOG Grant
- (10) TEACH Grant
- (11) Iraq Afghanistan Service Grant
- (12) Other Title IV Programs

For more information concerning refund policies, please contact Mr. Dan Laux (dlaux@hastings.edu) in the Hastings College Business Office.

B. HASTINGS COLLEGE WITHDRAWAL POLICY

Students who are registered for classes at Hastings College should go through an official withdrawal process in order to withdraw from the college. This official process involves the completion of a Withdrawal Form.

The withdrawal process should be initiated at the Registrar's Office located on the main floor of Hurley-McDonald Hall (H-108). Withdrawal Forms are available at the Registrar's Office or at www.hastings.edu/exit.

To complete the Withdrawal Form correctly, students will be required to visit various administrative and academic offices. The offices that need to be visited are listed in the Official Clearance section of the Withdrawal Form.

Students should be aware that the setting of an official date of withdrawal is an important process. For students withdrawing prior to the conclusion of the semester the official date of withdrawal will be the

last known date of attendance in class or last documented attendance at an academically related activity or the date that the withdrawal process was initiated. For students withdrawing at the conclusion of the semester the date will be the last day of classes (including finals) for that semester and listed in the Withdrawal Date section of the Withdrawal Form. Academically related activities may include attending a class, taking an exam, turning in an assignment or attending an academic counseling session.

For students who choose NOT to complete the official withdrawal process, the date of withdrawal will be the last known date of attendance in class or the last documented attendance at an academically related activity or the date that the withdrawal process was initiated.

In order to make the withdrawal process go as smoothly as possible it is imperative that all sections of the Withdrawal Form be completed. Failure to complete the form in its entirety could delay the forwarding of grade reports and academic transcripts and hamper the student when applying for financial aid at subsequent schools.

If, after completing the official withdrawal process students wish to rescind their decision or return to Hastings College, they must reapply for admission by contacting the Admissions Office.

For more information concerning the withdrawal process please contact Mr. Dan Peters, Registrar or Ms. Terri Graham, Director of Financial Aid.