



INSTITUTIONAL POLICY FOR THE RETURN OF TITLE IV FUNDS (R2T4)

Introduction

Columbia Central University (CCU), will use the same percentage determined under the Title IV Federal Aid Refund Worksheet, established by the United States Department of Education (R2T4, Step 5), to determine the amount of institutional fees that are earned by the university. Institutional charges for the semester will be multiplied by the percentage of the semester the student attends, based on the date of withdrawal, to determine the amount of institutional charges earned by the university. If the percentage obtained by the university is higher than 60%, 100% of the tuition is earned and 0% is unearned. If the amount earned by the college is greater than the amount of Title IV funds earned by the student, the student may owe the institution a balance.

Applicability

Columbia Central University (CCU) applies the following Dispositions to all students who enroll in the university and cancel their enrollment, do not participate, or attend classes, or withdraw.

Return of Tuition Assistance (TA) for Military Students

Military Tuition Assistance (TA) is awarded to a student on the assumption that the student will attend the enrolled courses for the entire period for which the tuition is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, CCU will return unearned TA funds, on a prorated basis of at least 60% of the period for which the funds were provided. TA funds are earned on a pro rata basis over an enrollment period, with unearned funds returned based on when a student stop attending. These funds are returned to the Military Service branch.

In cases where a Service Member stop attending due to military service obligation, the university will work with the affected Service Member to identify solutions that do not result in student debt for the portion returned.



Return of Unearned Tuition Assistance (TA) to the government:

1. Students enrolled in graduate level programs (Withdrawal processed in 8 weeks)
 - a. The university will refund 100% of unearned TA if the student processes a withdrawal before or during week 1.
 - b. The university will refund 75% of TA not earned if the student processes a withdrawal during week 2.
 - c. The university will refund 50% of unearned TA if the student processes a withdrawal during weeks 3-4.
 - d. The university will refund 40% (60% of the course has been completed) of TA not earned if the student processes a withdrawal during week 5.
 - e. Students who process a withdrawal during weeks 6-8 will not be entitled to a refund.
2. Students enrolled in Undergraduate Programs (Withdrawal processed in 15 weeks)
 - a. The university will refund 100% of unearned TA if the student processes a withdrawal before or during week 1-2.
 - b. The university will refund 90% of TA not earned if the student processes a withdrawal during weeks 3-4.
 - c. The university will refund 75% of unearned TA if the student processes a withdrawal during weeks 5-6.
 - d. The university will refund 50% of TA not earned if the student processes a withdrawal during weeks 7-8.
 - e. The university will refund 40% (60% of the course has been completed) of TA not earned if the student processes a withdrawal during week 9.
 - f. Students who process a withdrawal during weeks 10-15 will not be entitled to refund