Muskingum University Refund Policy and Return to Title IV Funds Calculation for Graduate and MAP Students

Refund Policy

Students withdrawing from all classes after the semester begins, for whatever reason, are recognized as having withdrawn on the date on which the withdrawal process is initiated with the institution. This date will be used for purposes of financial aid Return to Title IV calculations (i.e. returning federal funds to the Department of Education). Students who withdraw or take a leave of absence (LOA) from Muskingum University for any reason after the start of an academic term, or who are dismissed in mid-semester, are entitled to a refund of charges according to the following policy:

Students withdrawing/LOA prior to the beginning of an academic semester, or during the add/drop period of that term, receive 100% refund of tuition and fees. Students who withdraw from some or all classes following the end of the add/drop period are responsible for paying all tuition and fees for the classes and are subject to Return to Title IV (R2T4) Calculation.

Return to Title IV Calculation

Financial aid awards to students who withdraw from all classes or, in some instances just once class, after the end of add/drop of a semester are recalculated on a basis consistent with written University and federal/state policies governing student financial aid in a withdrawal situation. In cases where financial aid awards must be adjusted, the proper amount of student aid is returned to the appropriate fund. The federal recalculation is based on a percent of earned aid for students who withdraw or take a leave of absence prior to completing 60% of a semester. The percent of earned aid is equal to the number of days completed up to the withdrawal date divided by total days in the semester. The federal aid to be returned (unearned aid) is equal to \[100\% - \text{percent earned}\] times the total amount of federal aid disbursed toward institutional charges.

Federal Title IV funds are returned to their respective accounts in the following order: Federal Direct Unsubsidized Stafford Loans, Federal Direct Subsidized Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and TEACH grants. State grants are refunded in accordance with the guidelines of the specific state agency.

If the calculations result in a balance due the University, payment will be expected in a reasonable time period. In most cases, the student will have a balance due even if the student’s balance was paid at the time of withdrawal.

An appeal process is available for students or parents who believe that individual circumstances warrant exception from this published policy. Appeals should be directed to the Director of Operations, Student Financial Services

Note: Provisions explained above are subject to final interpretation of federal Return of Funds regulations for federal Title IV financial aid. Effective October 2011