



POLICY ON PRO-RATED COSTS WHEN A STUDENT WITHDRAWS FROM THE COLLEGE

The following account charges **are eligible** for proration for fall 2018, spring 2019 and summer 2019 (“COSTS ELIGIBLE FOR PRORATION”):

Tuition	IT Fee
Program Fees	Online per hour Fee
Housing Charge (Cost per Day Calculation)	Meal Plan (Actual Meals Used)

The following account charges are **not eligible** for proration and are assessed at 100%:

Course Fees	Disciplinary Fines
New-Student Fee	Housing Fines
Books purchased in the campus Bookstore	Library Fines
Supplies purchased in the campus Bookstore	Clinical makeup Fees
Laptop if purchased from the College	Challenge exam Fees
Parking Fines	Transcript Fees

****All institutional aid will be assessed according to the Cost Eligible for Proration dates listed below****

Deposits

The College will retain any deposits that have been paid to the student’s account to satisfy the amount due. Deposits are only refunded if the student’s account reflects a credit balance.

COST ELIGIBLE FOR PRORATION will be recalculated based on the following schedule, as of 5 pm each day:

FALL 2018

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or on September 11 th	100%	0%
September 12 th to September 18 th , 2018	75%	25%
September 19 th to September 26 th , 2018	50%	50%
September 27 th to October 2 nd , 2018	25%	75%
October 2 nd , 2018 and beyond	No refund issued	100%

SPRING 2019

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or on January 18 th , 2019	100%	0%
January 19 th to January 25 th , 2019	75%	25%
January 26 th to February 1 st , 2019	50%	50%
February 2 nd to February 8 th , 2019	25%	75%
February 9 th , 2019 and beyond	No refund issued	100%

SUMMER 2019

Summer withdrawal dates and refund percentages may vary by session. Please consult the website for exact dates and amounts.

Students who had added non-mandatory meal plan dollars to their account will receive a refund of the balance on their account. This applies only to non-mandatory meal plan dollars.

After the proration period, students are responsible for their entire bill.

For students who fail to complete the official withdrawal process, Presentation College will determine the date of withdrawal once the College becomes aware that a student is no longer attending classes. If an amount owed is generated as a result of the calculation, the payment must be received or repayment arrangements must be made within 30 days of notification of the withdrawal date or the student’s account will be considered delinquent.

The financial aid office performs a calculation of return of Title IV funds that is separate from the College refund calculation. That policy is in the financial aid office section of the college catalogue.