

Refunding of Title IV Funds

Students who wish to withdraw from Columbus School of Law must contact the Office of Academic Affairs, and notify the same of his/her intention to withdraw. The date the student states his/her intention shall be the date of withdrawal.

Prior to the 60% point (calculated based on total calendar days) in each semester or summer term, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If the amount disbursed is less than the amount earned, and for which the student is otherwise eligible, he/she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

If the student never actually began attendance for semester or summer term, he/she is not considered to have been eligible to Title IV funds, and no disbursements are considered earned. If a student began attendance, but was not and could not have been disbursed Title IV, the Office of Financial Aid will determine the Title IV funds earned by the student and follow the procedures for making a Post-withdrawal disbursement.

The Office of Financial Aid uses the worksheets and software developed by the Department of Education to complete the appropriate calculations.

Tuition charges and other fees as applicable are refunded, per policy set by the Office of Enrollment Services and are outlined below:

Refunds are based on total charges billed, not on payments made. A week of classes is defined as Monday through Saturday. Application fees and registration deposits are nonrefundable. Other fees, except mandatory fees and room and board as described below, are refunded only if a student withdraws completely from the university prior to the end of the drop/add period. In addition to the published refund policy, refunds will be adjusted, as needed, for eligible federal financial aid recipients.

Tuition refunds for full-time and part-time students who withdraw completely from the university shall be as follows:

- Before classes officially begin, 100 percent of tuition and mandatory fees will be refunded. As of the first day of classes, mandatory fees are nonrefundable.
- 100 percent of tuition only will be refunded prior to the end of the drop/add period.
- 80 percent of tuition only will be refunded prior to the end of the second week after the official beginning of classes.
- 60 percent of tuition only will be refunded prior to the end of the third week after the official beginning of classes.
- 40 percent of tuition only will be refunded prior to the end of the fourth week after the official beginning of classes.
- 20 percent of tuition only will be refunded prior to the end of the fifth week after the official beginning of classes.
- After the fifth week of classes, no tuition or fees will be refunded.

Meal plan refunds for full-time and part-time students who withdraw completely from the university shall be as follows:

- Meal plan fees are refunded on a pro-rata basis during the first week but are not refunded thereafter due to the contractual basis of food service in the dining halls.

Tuition refunds for students changing from full- to part- time status and part-time students reducing their hours will be as follows:

- Before classes officially begin, 100 percent of tuition and mandatory fees will be refunded. As of the first day of classes, mandatory fees are nonrefundable.
- 100 percent of tuition only will be refunded prior to the end of the 13th day after the official beginning of classes.

- No tuition or fees will be refunded effective the 14th day after the official beginning of classes.

Note: Refunds are calculated on the total amount billed and not on amounts already paid. Federal regulations governing refunds apply to students who are recipients of federal Title IV funds. Additional information is available in the Office of Financial Aid.

Summer Tuition Refund Policy

Students may add or drop a course (within the first three days without financial penalty) of a given session by using the Cardinal Station system on the Web at <http://cardinalstation.cua.edu>.

Tuition refunds for full-time and part-time students who withdraw completely from the university shall be as follows:

- If notification of intent to withdraw is received before 5 p.m. on the third day of the session, 100 percent of tuition will be refunded.
- No tuition will be refunded if notification of intent to withdraw is received after 5 p.m. on the third day of the session.

Satisfactory Academic Progress

Student grades are reviewed at the end of each academic year. Students who do not meet standards of good standing as outlined below are eligible for Title IV funds on a probationary basis for a period of one semester. If a student fails to make satisfactory academic progress (i.e., achieve the good-standing standard) following the probationary period, he/she is excluded from enrollment and is considered not to have attended any subsequent semesters or summer terms.

Good Standing, Probation, Exclusion, and Readmission

Probation: Cumulative Average Less Than 2.15

A student placed on probation for failure to maintain a cumulative average of 2.15 must attain an average of at least 2.15 in the following semester courses or be excluded from school. Students graded under the letter-based scale will be placed on probation when the student's cumulative average becomes less than 2.15, but not below 1.82.

Such student also must raise his or her cumulative average to 2.15 to remove himself or herself from probation. A student whose cumulative average is below 2.15 at the end of two successive semesters on probation will be excluded from school.

Probation: Semester Average Below 1.82

A student placed on probation for attaining a semester average below 1.82 must attain an average of at least 2.15 in the following semester to remain in school.

Students Restored to Good Standing

A student who has once been placed on probation and restored to good standing will not be placed on probation a second time. A student who has been restored to good standing and who thereafter attains an average of less than 1.82 for any semester or whose cumulative average falls below 2.15 will be excluded.

Verification

As part of the Application for Federal Student Aid, a number of files are selected by the Department of Education (via the Central Processing Service) to undergo a more detailed review of information submitted on the FAFSA. This process is called verification.

In addition, the office of financial aid, may select financial aid applications for the verification process.

Upon notification of a file's selection, as evidenced by appropriate codes and flags entered on the students' Institutional Student Information Report (ISIR), the office of financial aid will contact the student via email used on the FAFSA, and by other means, if necessary, to request the appropriate documents, including, but not limited to the Verification Worksheet approved by the Department of Education, and relevant tax returns.

The verification process, using the Verification Worksheet, supplemental worksheets as developed by the office of financial aid to clarify the process, W-2 forms, and federal tax returns, verifies the following five data elements:

- household size,
- number enrolled in college,
- adjusted gross income (AGI),
- U.S. income tax paid, and
- certain untaxed income and benefits.

In addition to verifying these required items, the office of financial aid may choose to verify any other application items, requiring any reasonable documentation, in accordance with consistently applied institutional policies.

Applicants must respond within three weeks to requests for additional documentation. Failure to meet the three-week deadline, will result in a "second notice" sent to the applicant. Failure to meet the second three-week deadline, a "final notice" will be sent informing the applicant that unless the requested documents are received, the office of financial aid will cease processing federal student aid for the particular student.

No Title IV funds will be disbursed to students until the verification process is completed.

Upon receipt of all necessary documents, the office of financial aid will, within two weeks of receipt of all needed documents, begin and substantively complete the review of documents and determine, using guidelines as set forth in the most current version of the Federal Student Aid Handbook, make any appropriate adjustments to the calculation of the EFC. The office of financial aid will inform an applicant, via email, if the EFC is adjusted to the point of impacting federal student aid eligibility already reported to the student.

In cases where an applicant must make the correction, the office of financial aid will provide sufficient instructions and required time-frames for making necessary corrections. Otherwise, the office of financial aid will make necessary correction via Cardinal Station, and will monitor the submission of corrections and the return of a corrected ISIR.

If a student has received an overpayment, the funds will be returned to the Department of Education within thirty days, debiting the student's account at CUA, if necessary, and informing the student of his/her obligation to make any resulting payment to CUA.