



Procedure Title: Refunds

Responsible Office: Vice President for Community Life and Dean of Students

Audience: Students

Last Review: 2022

Next Review: 2025

Veterans

Union Presbyterian Seminary (“UPSem,” “the Seminary”) will not deny access to classes, the library, or other Seminary facilities to a student who has provided a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. No late fees may be assessed, nor may the student be required to borrow additional funds or make personal payment arrangements due to the delayed disbursement of a payment to be provided under chapter 31 or 33. Students should submit a certificate of eligibility for entitlement to the VA Certifying Official no later than the first day of a course of education for which the student wishes to use the entitlement to educational assistance.

Withdrawal and Dismissal

A student who does not complete the term for which they have been charged, either by voluntary withdrawal or dismissal, may be entitled to a refund depending upon the timing of their date of separation from the Seminary. A student must submit to the Academic Dean a letter requesting permission to withdraw. The student’s separation date is the latter of the date of the request for withdrawal or a date mentioned in the letter. A student who has been dismissed from the Seminary will be considered to have been separated as of the date of the action of dismissal.

Leave of Absence

For federal aid, the definition of an approved leave of absence is leave that has been requested in writing to the Academic Dean. The Seminary will not charge a student tuition and fees, other than rent, if applicable, during an approved leave of absence. A student who receives no federal aid may be granted an approved leave of absence of up to one calendar year by the Academic Dean.

Approval of a one-year leave of absence by the Seminary does not supersede the 180-day federal leave limit. Students with federal loans should be aware that their loans may go into repayment during a one-year leave of absence. More information is available from



the Director of Financial Aid. A student who takes an unapproved leave of absence or who does not return to UPSem after an approved leave of absence is considered to have withdrawn as of the end of their last term of enrollment.

Refunds of Tuition and Financial Aid

The following guidelines are used to determine institutional tuition refunds for students not receiving federal aid. These guidelines apply when a student notifies the registrar that they are dropping a course or courses. They also apply when a student withdraws from the school with permission.

- Students who drop a course, withdraw from the degree program, or start a leave of absence before the drop/add deadline will receive a full refund of the tuition or continuation fee for the current half-year. Any financial aid administered will be deducted from their student account and may be used later.
- Students who drop a course, withdraw from the degree program, or start a leave of absence after the d/a deadline but prior to the published withdrawal deadline will receive a 50% refund of the tuition or continuation fee for the current term. Fifty percent of any financial aid will be deducted from their student account. Only 50% of aid will be available for a second attempt at a dropped course.
- Students who withdraw from the degree program or who start a leave of absence after the published withdrawal date has passed will receive no refund of tuition or financial aid. No financial aid will be awarded for a second attempt at the dropped course

Refunds of Fees

No portion of any fee (application for admission, supervised ministry, student activity, etc.) will be refunded.

Refunds of Stafford Loan Credit Balances

Upon disbursement of a student loan, students receive an Enrollment Verification and Disbursement. Using this form, the borrower notifies the Financial Aid and Business Offices as to their intent regarding any credit balance beyond what is owed to the Seminary. A student may choose to leave all funds in their account or have any credit balance returned to them. In cases where students do not return the form within 14 days, the credit balance will automatically be returned to the student. In all cases, any balance remaining at the end of the academic year will be returned to the student.



Refund (Return) of Stafford Loan Funds

The Return of Title IV Funds Policy applies to federal Stafford loan recipients who completely withdraw from the Seminary. The Seminary follows the federally mandated formula when calculating the amount of funds to be returned to the loan program.

The formula assumes that a student uses Title IV aid (e.g., Stafford loans) to pay institutional charges such as tuition, fees, rent, and certain other institutional charges. Withdrawal prior to completing 60% of the semester for which aid was awarded requires that a pro-rata portion of the aid must be returned to the department.

First, the Seminary will return to the appropriate federal fund source a proportional share of institutional charges that were paid. In general, the effect of this return of Title IV aid by the institution is to reduce an outstanding federal loan balance. Second, if the amount returned by the school is not enough to repay the entire amount not earned, the student will be required to repay unearned Title IV aid to the department. If a student is entitled to a refund from the school for amounts paid to cover institutional charges, any refund due will first be applied to the obligation to return “unearned” aid. Thus, portions of institutional refunds may be applied to an outstanding Stafford Loan.

The Seminary will bill the student for the amount returned to the lender on behalf of the student. Then, if the amount the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder. While institutions must return loan funds to the department promptly, students may repay loans under the terms and conditions of the loans. This means that a student may choose whether or not to repay in full at the time of withdrawal, but for the purposes of calculation, the amount owed counts as part of the student’s share of the repayment.

A Federal Stafford Loan recipient who is on approved Leave of Absence for more than 180 days must be considered as having completely withdrawn for the purposes of federal policy.