

WITHDRAWAL AND ADJUSTMENT OF CHARGES

Students who officially withdraw from their programs of study at Johnson College may be eligible for an adjustment of tuition charges and fees. Adjustments are based on the official date of withdrawal or the last day of documented class attendance, as determined by the Office of the Registrar.

Tuition Adjustment

Students who withdraw or are terminated from Johnson College during the semester will be entitled to an adjustment of tuition and fees according to the following schedule:

Withdrawal:	Adjustment:
First week	100%*
Second week	50%
Third week	25%
After third week	0%

*See Application of Policy (1), found on the next page.

Johnson College institutional grants, PHEAA grants, and scholarship funds awarded to students who withdraw or are terminated may be adjusted according to the same schedule.

Federal aid and/or state grant assistance (such as PHEAA) and/or institutional assistance from Johnson College may not cover all unpaid institutional charges due the College upon the student's withdrawal. In such cases, students will be billed for remaining balances.

State Guidelines

Pennsylvania and other state's grants will be adjusted in accordance with the agency's stated guidelines. PHEAA Grant funds may be reduced by the same percentage as the tuition reduction received by students who withdraw from their programs of study. However, it should be noted that PHEAA reserves the right to make the final decision on the percentage of the reduction.

Federal Guidelines

In accordance with federal regulations, students who receive federal financial aid and withdraw from Johnson College during the first 60% of a semester will have their federal financial aid adjusted based on the percentage of the semester completed prior to the withdrawal. Students will be entitled to retain the same percentage of the federal financial aid received as the percentage of the semester completed. This percentage is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be based on the official date of withdrawal or the last day of documented class attendance as determined by the Registrar.

Once the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

The amount to be returned to a specific federal program may not exceed the total amount awarded from that program.

First-year, first-time borrowers who withdraw before the 30th calendar day of the program of study are prohibited from receiving Federal Direct Student Loan funds (Unsubsidized Direct Loans and Subsidized Direct Loans) at the time they withdraw.

Application of Policy

(1) Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

(2) All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150. Any refunds due to applicants shall be refunded within 30 days from a notice of cancellation or failure to appear on or before the first day of class.

(3) Any refunds due to students who begin attending classes shall be refunded within 30 days from the date of withdrawal or the last day of attendance as determined by the Registrar, whichever is later.

(4) The withdrawal date is used to determine the percentage of the period of enrollment completed and, therefore, the amount of aid a student has earned. The date of determination that the student is no longer enrolled is used in the following circumstances:

- Students who receive a refund of financial aid prior to withdrawing from Johnson College may owe a repayment of the federal financial aid funds received. Students will be contacted by the Financial Aid Office in such situations and will be given 45 days from the date of determination to repay the funds to Johnson College. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.
- Within 45 days of the date of determination, Johnson College must return the amount of federal funds for which it is responsible.
- Within 30 days of the date of determination, Johnson College must offer withdrawing students any amount of post-withdrawal disbursement that is not credited to the student's account.
- Within 90 days of the date of determination, Johnson College must respond to a request by a student or parent to make all or a portion of the post-withdrawal disbursement.

Further information about refunds of financial aid may be obtained from the Financial Aid Office.