



## Yeshiva Ohr Elchonon Chabad

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### **WITHDRAWAL POLICY AND PROCEDURES**

Students have the right to cancel their enrollment agreement with the school, and obtain a refund of tuition and other charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Any student who must leave school while the semester is in progress should inform the Dean, Rabbi Ezra B. Schochet, a faculty member, or the Registrar's office. The notification can be made in person or by phone to (323) 937-3763. Rabbi Ezra B. Schochet or a faculty member will relay this information to the Registrar's Office within ten days of the notification by the student.

Students who withdraw from classes may be entitled to a refund of tuition and fees. Adjustment of institutional charges and calculation of refunds will be based on the date of withdrawal, according to the schedule that appears in the Institutional Refund Policy.

YOEC confirms attendance in each course that every student is registered for, at the beginning of each semester. Attendance is confirmed again at the 60% point of the semester. This process of confirmation of attendance enables the school to confirm enrollment for enrollment reporting purposes and to determine if a student has withdrawn without giving official notification. A student who is not in attendance at that 60% point is determined to have withdrawn at the midpoint of the semester.

A careful inquiry will be made for any student who fails to complete all coursework for a semester and receives all non-passing grades to determine if the student withdrew from all classes or if he actually earned any of the failed grades.

### **INSTITUTIONAL REFUND POLICY**

Institutional charges for students who withdraw are adjusted according to the following schedule:

The institution shall refund 100% of the amount paid for institutional charges, less \$250 of the registration fee, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**\$250 Registration Fee is non refundable after the first day of classes.**

**\$700 Registration Fee is non refundable after the seventh day of classes.**

#### **Fall 2022**

If the student is enrolled:	The student is responsible for:
Through 11/16/2022	20% of institutional charges for the semester
Through 12/11/2022	40% of institutional charges for the semester
Through 1/4/2023	60% of institutional charges for the semester
No Adjustment to Institutional charges for withdrawals after 1/4/2023	

### **Spring 2023**

If the student is enrolled:	The student is responsible for:
Through 3/28/2023	20% of institutional charges for the semester
Through 5/12/2023	40% of institutional charges for the semester
Through 6/2/2023	60% of institutional charges for the semester
No Adjustment to Institutional charges for withdrawals after 6/2/2023.	

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees.

If the school cancels or discontinues a course of educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

If as a result of the student's withdrawal, his Cal Grant exceeds his adjusted tuition charge, the amount that exceeds his tuition charge will be returned to the Commission. The institution will report the changes to the Commission through the "Grants Records Changes" screen in WebGrants.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### ***RETURN TO TITLE IV CALCULATIONS***

In the event that funds are required to be returned to the federal government, Cal Grant funds will not be used for the reimbursement. Cal Grant funds are returned to the Commission prior to returning any other funds, besides for the federal Title IV program funds as required by the Return to Title IV regulations.

For all Title IV eligible students who withdraw during a semester, the institution performs an R2T4 calculation utilizing the Return to Title IV software provided by the U.S. Department of Education. The institution determines the date of withdrawal to be used in the R2T4 calculation.

For a student who gives official notification, the date of withdrawal is the date that the student indicates in his notice or the date of notification, whichever is earlier.

Generally, if a student officially withdraws before 60% of the semester has passed, he will be able to retain a prorated portion of the financial aid award based on the number of days attended and the number of days in the semester. If he withdraws after 60% of the semester has passed he will most likely be able to retain all of the financial aid he has been awarded.

For a student who withdraws without giving official notification, the date of withdrawal is the midpoint of the semester, and the student will be able to retain 50% of the Title IV funds disbursed or the amount that could have been disbursed. If there is a last documented date of attendance in class or at an academically related activity, the R2T4 will be calculated based on this date. This will enable the student

to retain a prorated portion of the financial aid award based on the number of days he attended and the number of days in the semester.

If the calculation on the U.S. Department of Education's R2T4 system results in the need to return funds to the Title IV programs, funds will be returned to the various federal financial aid programs according to the following order:

- i. Unsubsidized Federal Direct Stafford loans
- ii. Subsidized Federal Direct Stafford loans
- iii. Federal Direct PLUS received on behalf of the student

Any funds that need to be returned to a lender will be returned by the school on behalf of the student. If unearned funds remain to be returned after repayment of outstanding loan amounts, the remaining excess will be returned in the following order:

- i. Federal Pell Grants
- ii. FSEOG

Refunds and returns of Title IV funds will be made within forty-five days of the date of determination that a student has withdrawn. Institutional charges that were previously paid by FSA funds might become a debit that the student will be responsible to pay.

#### RETURNING UNEARNED AID

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student that he must repay the overpayment or make satisfactory arrangements to repay it. The student may sign a repayment agreement with the school or with the US Department of Education or pay the overpayment to the school. If a student fails to pay or sign a repayment agreement with the school or with the US Department of Education, the school will report the overpayment to NSLDS and refer it to the Default Resolution Group for collection.

#### POST WITHDRAWAL DISBURSEMENTS

Students who withdraw in the middle of the semester will have an R2T4 calculation performed to determine if they earned more funds than funds that had already been disbursed at the time of withdrawal. If a student earned more funds than funds disbursed at the time of withdrawal, he qualifies for a post withdrawal disbursement and may be offered those funds. No post withdrawal funds for loans will be drawn down and disbursed without the borrower's authorization.

A post withdrawal disbursement of Title IV funds may be credited to a student's account for current allowable charges such as tuition, fees, room and board, up to the outstanding amount of these charges. The school will obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than the current year charges.

Any amount of the post withdrawal disbursement that is in excess of the balance of allowable charges will be disbursed to the student as soon as possible, but no later than forty five days after the date of determination of withdrawal. A post withdrawal disbursement that will be credited directly to the student's account may be made up to 180 days after the date the school determined that the student withdrew.

In the case of a Federal Direct Loan the school will obtain confirmation from the student before disbursing any loan proceeds. In the case of a Federal Direct PLUS Loan the school will obtain confirmation from the parent before disbursing any loan proceeds.

#### TIMELY PROCESSING OF REFUND CHECKS

YOEC reviews bank accounts monthly, to ensure that all refund checks have cleared the account. In the event that a check has not cleared, we will notify the student that his refund check is outstanding. The student also has the opportunity to request a duplicate check if he misplaced the original check. Title IV funds will be returned to the Department of Education in the event they are left in the account 240 days from when the original check was issued.

#### COVID-19 UPDATE

The school will not return Title IV funds for any student who begins attendance in a payment period or period of enrollment that begins between March 13, 2020 and the last date that the national emergency is in effect, and subsequently withdraws from the period as a result of COVID-19 related circumstances.