



Yeshiva Ohr Elchonon Chabad

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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. You may cancel the Enrollment Agreement or withdraw from the institution, and receive a refund of charges paid, if applicable, by notifying the Registrar's Office. The notification must be made in writing, and should be addressed to Yeshiva Ohr Elchonon Chabad, ATTN: Rabbi Chaim Citron, 7215 Waring Avenue, Los Angeles, CA 90046. The amount of the refund, if any, will be determined by the policy below.

A student who withdraws from a class or classes may be entitled to a refund of tuition and fees. Adjustment of institutional charges and calculation of refunds will be based on the schedule that appears in the institutional refund policy, according to the date of withdrawal. For information on how institutional charges will be impacted by adding or dropping courses, please refer to the Add/Drop Policy.

At the beginning of each semester YOEC confirms attendance in each course in which every student is registered. Attendance is confirmed again at the 60% point of the semester. This process enables the school to confirm enrollment for enrollment reporting purposes, and to determine if a student who withdraws without giving official notification has attended 60% of the semester. For information on how the student's enrollment status will be impacted by adding or dropping courses, please refer to the Add/Drop Policy.

If a student receives failing grades for all of his courses, the student will generally be considered as having unofficially withdrawn unless there is evidence that he completed the semester.

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.

Students who withdraw after this period may receive a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges. If the student completed 60 percent or less of the period of attendance, a pro rata refund will be calculated. Refunds will be calculated on a pro rata basis, based on how many days of the semester the student attended as follows:

1. The number of days that the student attended divided by the number of days in the semester equals the percentage attended.
2. The student's institutional charge for the semester, less \$250 nonrefundable registration fee multiplied by the percentage attended equals the adjusted institutional charges.
3. The student's institutional charges for the semester minus the adjusted charges equals the refund (adjustment to the institutional charge.)

All amounts paid by the student in excess of what is owed as calculated shall be refunded. This applies to students who have completed 60% or less of the period of attendance. (For example, if the student completes only 30% of a course, was charged and paid \$500 tuition, the student would receive a refund of \$350.)

Students who withdraw after 60% of the semester has passed are responsible to pay for all charges for that semester.

All amounts that a student has paid are subject to refund aside from amounts paid for an application fee of \$250.00, the cost of books, supplies, or equipment. Except when the institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.

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 OF TITLE IV (R2T4) FUNDS

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.

When a student who is receiving Title IV aid withdraws from all his classes during a semester and it has been determined that he does not meet an R2T4 exemption, the institution performs an R2T4 calculation utilizing the Return to Title IV software provided by the U.S. Department of Education. The date of withdrawal used in the R2T4 calculation is determined by the institution.

OFFICIAL WITHDRAWALS

For a student who gave official notification, as described above, the date of withdrawal used for the R2T4 calculation is the date of notification. If there is documented attendance at an academically related activity at a later date, this may be used as the withdrawal date for the R2T4 calculation.

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.

UNOFFICIAL WITHDRAWALS

For a student who is confirmed to be in attendance at the beginning of the semester, and withdraws without giving official notification, the date of withdrawal is the midpoint of the semester. The student will be able to retain 50% of the Title IV funds disbursed or 50% of the amount that could have been disbursed.

If there is documented attendance at an academically related activity at a later date, this may be used as the withdrawal date for the R2T4 calculation. 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.

RETURN OF TITLE IV FUNDS

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 in 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 funds will be returned in the following order:

- i. Federal Pell Grants
- ii. FSEOG

Refunds and returns of Title IV funds will be made as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. Institutional charges that were previously paid by FSA funds might become a charge that the student will be responsible for paying.

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's eligibility for additional *Title IV* funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

To extend his eligibility for *Title IV* funds beyond 45 days:

- a. The student may repay the overpayment in full to the school.
- b. The student may sign a repayment agreement with the school. **Two years is the maximum time a school may allow for repayment.**

The school will immediately refer for collection (to the Default Resolution Group) any student who violates the terms of the repayment agreement (including failing to repay the full amount within two years).

- c. The student may sign a repayment agreement with the Department.

If the student fails to take one of the positive actions listed above during the 45-day period, the school will report the student's overpayment to NSLDS and refer the student to the Default Resolution Group for collection.

POST WITHDRAWAL DISBURSEMENTS

The R2T4 calculation will determine if a student earned more funds than funds disbursed at the time of withdrawal. In this case, he qualifies for a post withdrawal disbursement of those funds.

No post withdrawal funds for loans will be drawn down and disbursed without the borrower's authorization. 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.

A post withdrawal disbursement of Title IV funds may be credited to a student's account for current-year allowable charges such as tuition, fees, room and board, up to the outstanding amount of these charges. Current-year funds may also be used to satisfy prior-year charges of not more than \$200 for tuition, fees, and food and housing (provided by the school).

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.

CREDIT BALANCE PROCEDURES

If the R2T4 calculation results in a Title IV credit balance on the student's account, the amount of the credit will be disbursed to the student within fourteen days of the date of the R2T4 calculation.

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, the institution will notify the student that his refund check is outstanding. The student may also 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.