



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.

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 calculations that appear 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attendance enables the school to confirm enrollment for enrollment reporting purposes and to determine if a student has withdrawn without giving official notification. A student who is not in attendance at that 60% point is determined to have withdrawn at the midpoint of the semester.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.

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 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 may be calculated based on this date. This may 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.

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.

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, 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.