

THIRD-PARTY BILLING

You may seek a deferment of payment based on a third-party plan (e.g., employer reimbursement). To do so, you must submit a letter on company letterhead, signed by a benefits officer, stating the terms and conditions for reimbursement. This letter must be presented to the office of student accounts no later than the last day of late registration each semester you apply for a deferment.

PAYMENT PLANS

Vaughn uses Nelnet Business Solutions, a third party, to administer the student payment plans. Students who are interested should see the office of student accounts for information. Students who pay their tuition bill in full by cash, check or money order and subsequently withdraw will have their refunds calculated according to the schedule on page 28. Refund checks are mailed directly to the student's home by the office of student accounts. Students who have made a partial payment on their bills will have their tuition liability calculated according to the schedule on page 28. A reduction in tuition charges may not necessarily result in a refund and, in some instances, a tuition balance may still be due.

REFUNDS TO STUDENTS WHO WITHDRAW

All students who want to withdraw from courses for any reason must officially notify the College; to receive a refund or credit, they must withdraw during the official refund periods. Students officially withdraw using the add/drop or total withdrawal form, submitting the form in person at the campus' registrar's office and/or emailing a copy to Beatriz Novoa-Cruz, associate vice president of enrollment, at beatriz.cruz@vaughn.edu.

Regular attendance is an essential ingredient for satisfactory academic performance. All students are encouraged to attend their courses on a regular basis, and abide by the departmental and course-specific attendance requirements (as provided in course syllabi).

Non-attendance in a course, verbal communication with College offices or instructors, or stopping payment on a check or payment plan are NOT official ways to drop classes. The official withdrawal is the only form of withdrawal that

qualifies a student for a partial tuition credit and partial refundable fees.

The College's withdrawal procedure applies to all students, including those who receive student loans and financial aid. Withdrawal from college can affect eligibility for financial aid and/or loans, and some students who withdraw, as a result, are liable for amounts due and are billed by the College accordingly.

Program Adjustments and Withdrawal

If you have preregistered and an adjustment is necessary as a result of failure to successfully complete a prerequisite course(s), you may add, drop or change a course section any time after the pre-registration period and before the first day of classes, without penalty. Other adjustments must be made during the program adjustment period, usually on or after the first day of classes, and will be assessed the appropriate fee (\$10 per add/drop). Use the add/drop form to make all program adjustments. Because program adjustments can affect your financial aid eligibility, it is important that you refer to the refund schedule in the current catalog to understand your tuition liability.

Failure to follow the proper withdrawal procedures may result in the student being financially liable for full or partial tuition and fees. For students in the Aviation Training Institute, the Federal Aviation Administration (FAA) requires full attendance in all FAA-approved subjects. Federal financial aid cannot pay student charges for a class never attended or stopped attending unless official College withdrawal procedures are followed. Students receiving a pro rata reduction of federal student aid when withdrawing before 60 percent of the semester is completed may be liable for any outstanding tuition due.

Students who do not officially withdraw from a course will receive one of the following grade codes:

NA—Registered but never attended.

WX—Withdrawal due to administrative reasons.

An appropriate Title IV refund calculation will be performed based on last day of attendance.

FX—Withdrawal due to administrative reasons.

Academic penalty will be computed into the grade point average as a grade of "F." Title IV refund will be calculated if the withdrawal occurs before 60 percent of coursework is completed.

TUITION AND HOUSING REFUND SCHEDULE

Time of Withdrawal	Fall/Spring/ATI Semester	Summer I and II
Prior to the first day of class	100 percent	100 percent
During first calendar week	90 percent	75 percent
During second calendar week	75 percent	50 percent
During third calendar week	50 percent	25 percent
During fourth calendar week	25 percent	0 percent
After fourth calendar week	0 percent	0 percent

TITLE IV TUITION AND HOUSING REFUND

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing what must happen to your federal financial assistance if you completely withdraw from school in any semester. This change of policy has been in effect at the College since the fall 2000 semester. The policy governs all federal grant and loan programs, including Federal Pell Grant and Federal SEOG, but does not affect Federal Work Study.

In general, the new law assumes that you “earn” your federal financial aid awards directly in proportion to the number of days of the term you attend. If you completely withdraw from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance you have earned and are therefore, entitled to receive up to the time you withdrew. If you receive (or the College receives on your behalf) more assistance than you earn, the unearned excess funds must be returned to the Department of Education. If, on the other hand, you receive (or the College receives on your behalf) less assistance than the amount you have earned, you may be able to receive those additional funds.

The portion of your federal grants and loans you are entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days you completed before you withdrew. For example, if you complete 30 percent of the semester, you earn 30 percent of the assistance you were originally scheduled to receive. This means that 70 percent of your scheduled award(s) remains unearned and must be returned to the federal government.

Once you have completed more than 60 percent of the semester, you will have earned 100 percent of your assistance. Your withdrawal date will be determined by the College, as outlined in “Refunds to Students Who Withdraw,” page 27.

If funds were released to a student due to a credit balance on the student’s account prior to withdrawal, then the student may be required to repay some of the federal grants released. Details on exact amounts to be repaid will be provided by the office of student accounts after the appropriate calculations are made.

Any portion of the student’s tuition that becomes due after all Title IV funds are returned will be billed to the student’s account.

For more information on the refunds or repayments of Title IV aid, contact the office of student accounts.

Vaughn College recognizes that occasionally a student is forced to withdraw because of circumstances beyond his/her control, such as illness.

Students should be prepared to present evidence of such circumstances in support of any request for special consideration. Any adjustments to the refund policy above will be made by the vice president of enrollment services.

FINANCIAL POLICIES

Payment of tuition and fees is due by the first day of classes each semester. Students must make payment in full, or arrangements to pay, with the office of student accounts by that time. Students who register after that date must make payment arrangements to pay at that time. Acceptable arrangements to pay include: evidence of eligibility for financial aid, alternative educational loans, Veterans Affairs benefits, employer education benefits, the College’s or another payment plan, the College’s and/or private grants and scholarships. Students who fail to regularly meet their financial commitment after joining a payment plan will be immediately removed from the program and refused participation in subsequent semesters.

Students who make acceptable financial arrangements to cover their tuition with the office of student accounts and make a good-faith effort to meet their financial obligations will be allowed to maintain their enrollment each semester without interruption. Failure to meet your financial obligation to the College may result in any or all of the following actions against you:

- Denial of final grade reports and transcript records
- Denial of permission to register for future semesters
- Denial of participation in commencement exercises (graduating students)
- Denial of receipt of diploma (graduating students)
- Deregistration for the semester
- Surrender of your account to a collection agency (affects your credit rating)

Before deregistration, students affected are notified by first-class mail and given 10 business days to take corrective action. Once deregistration takes place, a program adjustment form is sent to the student by first-class mail, and the student is dropped from the class roster. This action cannot be reversed; the student is liable for tuition in accordance with the College's refund schedule. A grade of WX is issued.

It is important to note that this action may also result in suspension of TAP and Title IV financial aid for students who qualify. A waiver must be obtained from the office of financial aid in order to have aid reinstated for future semesters.

APPEALS OF FINANCIAL DECISIONS

Students can consult with the vice president for enrollment services regarding the appropriate procedure to appeal a financial determination.

FINANCIAL ARREARS POLICY

Vaughn reserves the right to withhold registration material and all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans or other charges (including charges for activities or services) as long as arrears remain.