

7.3 Refund and Repayment Policies

If a student withdraws from WCC after payment of fees, a portion of those fees might be refunded to the student. This is called the WCC Refund Policy. If a student withdraws from WCC after the receipt of Title IV Federal Student Aid, a portion of this aid might be refunded to the Department of Education. This is called the WCC Return of Title IV Funds (R2T4) Policy.

7.3.1 WCC Refund Policy

WCC refunds fees as established by the State Chancellor's Office and California Education Code. Payments made by the student or the student's parents toward institutional charges are not included in the Refund Policy. The Refund Policy differs for short-term classes. Information that is more detailed is available in the Schedule of Classes published each term.

7.3.2 Return of Title IV Funds (R2T4) Policy

Federal Student Aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Federal Student Aid funds that the student was originally scheduled to receive. Within 30 days of a student's official withdrawal, or upon earliest notification of a student's withdrawal, whichever is later, WCC will determine the earned and unearned amounts of federal student aid a student has earned as of the date the student ceased attendance, based on the amount of time the student spent in attendance. This calculation shall have no relationship to the incurred institutional charges.

Up through the 60% point in each semester, a pro rata schedule is used to determine the amount of Federal Student Aid the student has earned at the time of withdrawal. Federal Work Study earnings are excluded from this calculation. After the 60% point in each semester, the student is assumed to have earned 100% of the Federal Student Aid awarded in the semester. However, it is the policy of WCC to run the Return to Title IV Calculation even if the student has withdrawn after the 60% point in each semester.

If the determination is made that a student did not receive all of his/her earned Title IV aid, WCC shall send the student a notice offering the undisbursed financial aid, referred to as a Post Withdrawal Disbursement (PWD). The student will be instructed to respond within 14 calendar days of indicating whether the student wants the PWD. If no response is received, WCC will assume the student does not want to receive the PWD.

WCC utilizes Colleague's built in worksheet to run the R2T4 calculation. WCC shall also provide the student with the results of the R2T4 calculation, including an offer of Post-Withdrawal Disbursement, within 30 days of withdrawal. WCC's refund policy is made available to the student on WCC's website.

NOTE: Institutional charges may still apply after the student withdraws, and has no relationship to the R2T4 Funds, so it is possible the student may owe a balance to WCC after the calculation of R2T4.

WCC shall return all unearned funds within 45 days from the date the student withdrew, and the funds shall be returned in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Perkins loans

- 4) Federal Pell Grants for which a return of funds is required
- 5) FSEOG grant funds for which a return of funds is required

Unearned funds due from the student shall be returned in the priority listed above. Students who have loans will return funds in accordance with the terms of the promissory note.

Students will have 45 days from the date he/she receives notice from WCC to repay the unearned federal student aid in full or make satisfactory repayment arrangements. Students who fail to make repayment as arranged will have their records put on hold, and WCC will report the student and amount owed to the Department of Education.

Grant overpayments will be reported to NSLDS marked with the appropriate flag corresponding to the action taken by the student. This reporting will take place approximately 45 days after the student's failure to respond, or comply with repayment arrangements.