



Refund Policy and Return of Title IV (Federal) Aid

Occasionally, a student may find it necessary to withdraw from all classes during a semester. Depending upon when this action is taken, students may be refunded all or part of their tuition and fee charges. If the student is a financial aid recipient, Moberly Area Community College, as well as the student, may be required to return to the federal government, all or a portion of the aid that had been disbursed to the student and/or the student's account.

Tuition Refund Policy

Moberly Area Community College has a tuition refund policy that stipulates the amount of tuition and fees that are refunded to a student who withdraws from classes during a term. An actual reimbursement of tuition and fees will only occur if a payment was made on the student account. Tuition and fees may be refunded according to the following policy based on a 16-week semester; refunds for other course offerings will be prorated accordingly.

1. Official withdrawal through the Office of the Dean of Student Services within the first week of classes for regular fall and spring 16-week semesters or the equivalent ratio of sessions exceeding 16 weeks and regularly scheduled two-, four-, or eight-week sessions -- 100% refund;
2. Official withdrawal through the Office of the Dean of Student Services within the second week of classes for regular fall and spring 16-week semesters or the equivalent ratio of sessions exceeding 16 weeks and regularly scheduled two-, four-, or eight-week sessions -- 50% refund;
3. Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of sessions exceeding 16 weeks and regularly scheduled two-, four-, or eight-week sessions -- No refund;
4. Students unable to begin classes after they have enrolled must officially withdraw from class to be eligible for a reduction of tuition and fees charged.

Return of Title IV (Federal) Aid

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by MACC and/or the student to the federal government. This situation could result in the student owing aid funds to MACC, the government, or both.

To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office will divide the number of calendar days the student attended classes by the total number of calendar days in the semester (less any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the **total federal funds** that were disbursed (either to the student's college account or to the student directly by check) for the semester. This calculation determines the amount of aid earned by the student which he or she may keep (for example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid disbursed less the earned amount) must be returned to the federal government by MACC or the student. The Financial Aid Office will notify and provide instructions to students who are required to return funds to the government.

Allocating Returned Title IV (Federal) Aid

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned (by MACC and/or the student or parent) must be allocated in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS (Parent) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other Federal Loan and Grant Assistance

Students whose circumstances require that they withdraw from all classes are strongly encouraged to contact the Financial Aid Office and their academic advisor before doing so. At that time, the consequences of withdrawing from all classes can be explained and clearly illustrated. The Financial Aid Office can provide refund examples and further explain this policy to students or parents. You can contact the Financial Aid Office at 101 College Avenue, Moberly, MO 65270, or by calling 1-660-263-4110, ext. 296.

"Moberly Area Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Angela Duvall, Office of Student Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext. 278. All other inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to one of the following people: Dr. Jeff Lashley, Office of Academic Affairs, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext. 216 or Patricia Twaddle, Career and Placement Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext. 232.