

# COLLEGE REFUND POLICY

The Refund Policy applies to those students who are enrolled at Massachusetts College of Liberal Arts. This policy applies to all tuition, room, board, fees and other charges assessed by the College (except non-refundable housing, orientation and admissions deposits where applicable).

Withdrawal prior to the first day of classes (official opening) a student receives a refund of 100%.

All refunds for withdrawals after the start of school are determined on a pro-rata basis up to the 60% point of the semester. Pro-rata refunds are calculated by determining the percentage of the semester that has been completed up to and including the official date of withdrawal. Withdrawals **prior to November 5, 2023, up to the 60% point of the semester**, will be considered in the refund calculation.

Based on the calculation, the College determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs. Repayment is made to the federal programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Federal PLUS Loan, Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG). Any remaining credit balances will then be returned to the state, institutional and student resources, in that order.

Please note withdrawal from the College could result in a balance owed to the College for federal aid that must be returned to the above programs.

## **LEAVE OF ABSENCE**

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A leave of absence is considered an official withdrawal from the College for the return of Title IV aid. The amount of financial aid earned will be calculated upon the effective date of the leave of absence.

**Examples of refund policies are available upon request. Regular withdrawal/leave of absence processes begin with Kayla Hollins in the Office of Student Persistence in Mark Hopkins Hall. Any medical withdrawals/leave of absences will contact Patrick Connelly in Student Affairs. These forms must be completed and validated by the Registrar's Office for the withdrawal or leave to be considered official.**