

Refund Policy

This refund policy applies to students completely withdrawing from school.

Withdrawal An enrolled student withdraws from all classes during the term. This refund policy applies to students in this situation.

Dropping of class(es) An enrolled student drops a class (or classes) but is still enrolled for one or more classes in the term. This refund policy does not apply to students in this situation.

Withdrawal procedures Students who withdraw from the university must go through the official withdrawal process which includes contacting:

- the Registrars Office to complete the Ashland University Withdrawal Request and Information Form. To obtain a copy of this form, contact ext. 5028;
- the Vice President of Enrollment Management (ext. 5054), Director of Academic Advising (ext. 5098) or Director of Psychological and Counseling Services (ext. 5065) to complete an exit interview;
- the Assistant Director of Residence Life (ext. 5326), if living on campus;
- the Business Manager for Auxiliary Services, Amstutz Hall, (ext. 5758), if on a meal plan;
- the EagleCard Office (ext. 5076).

Return of Title IV Funds/Institutional Refund Policy This applies to students who withdraw or are expelled. Refunds for these students are determined according to the following policy:

1. The term Title IV Funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Parent Loan (PLUS), Federal Pell Grant, Federal TEACH Grant, Federal Educational Opportunity Grant, Federal Academic Competitiveness Grant, National Smart Grant.
2. A students withdrawal date is:
 - the date the student began the institutions official withdrawal process or officially notified the institution of intent to withdraw; or
 - the midpoint of the term for a student who leaves without notifying the institution; or
 - the students last date of attendance at a documented academically related activity.
3. Students who are granted a leave of absence are treated in the same manner as students who withdraw from the university.
4. Refund Policy:
 - Refunds on all charges including tuition, room and board, and special fees will be prorated on a per day basis up to the 60% point in the term. There are no refunds after the 60% point in time. A copy of the worksheet used for this calculation can be requested from the Ashland University Financial Aid Office.
 - Title IV, state and institutional aid is earned in a prorated manner on a per day basis up to the 60% point in the term. Title IV, state, and institutional aid is viewed as being 100% earned after the 60% point in time.
 - A refund (if there is one) and an adjusted bill will be sent to the students home address following withdrawal.
 - There are no refunds for courses for which a grade of I (incomplete) or IP (in progress) is received.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal Parent (PLUS) Loan; Federal Pell Grant; Federal Academic Competitiveness Grant; National Smart Grant; Federal Supplemental Opportunity Grant; other Title IV assistance; other federal sources of aid; other state, private and institutional aid; and finally, the student.

Ashland Universitys responsibilities in regard to the return of Title IV funds include: providing each student with the information given in this policy; identifying students who are affected by this policy and completing the Return of Title IV funds; calculations for those students; returning any Title IV funds that are due the Title IV programs.

The students responsibilities in regard to the return of Title IV funds include returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

Appeal Process A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: c/o Comptroller (billing) or Director of Financial Aid (financial aid), 410 College Ave., Ashland, OH 44805.

If a student is asked to leave for disciplinary reasons, all rights to adjustments from the tuition and fees are forfeited.

No person may have official transcripts of his or her records until that persons account is paid in full.