



Policy 5.12

Refunds and Repayment Policy

Revised 12/2010

Refunds for Dropped Classes

Students may drop classes with no obligation for tuition and fees through the fifth day of the semester. Students are obligated for payment for any classes dropped after the five-day drop/add period. For courses which begin on an irregular start date, students may drop classes with no obligation for tuition and fees prior to the second class session or within two days after the first class session, whichever comes first. Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (eighth day of the semester). Students who drop "irregular start date" courses for which they received financial aid will be required to repay in accord with federal and state repayment policies.

If a fee for a dropped class is for the recovery of costs already incurred by the College, refund of such fees is at the discretion of the President or designee.

Refunds for Partial Withdrawals

Refunds are not given to students who withdraw from a portion of their total credit load after the drop/add period.

Refunds for Total Withdrawals

Refunds for official total withdrawal from the College will be issued in accordance with the following schedule:

Regular Academic Year:

Withdrawal Period	Refund %
1st through 5th class day of term	100
6th through 10th class day of the term	75
11th through 15th class day of the term	50
16th through 20th class day of the term	25
after 20th class day	0

Summer Session:

Withdrawal Period	Refund %
1st through 5th class day of the term	100
6th through 10th class day of the term	50
after the 10th class day of the term	0

Revisions and Overawards

Federal and State regulations prohibit receiving financial assistance that exceeds the cost of attending Mesabi Range. If you receive additional assistance after your award is processed, a portion of your award may be reduced or cancelled. Examples of additional assistance that can affect your aid package are Veteran's benefits, National Guard benefits, scholarships, Rehabilitative Services, Office of Jobs Training, and tuition reimbursement/waivers. If an overaward occurs, your award will be revised, and you will be notified of any changes. In some overaward cases, you may need to repay the money you received. For this reason, it is important that you keep your copy of the original award notice. When a revision is made, you will receive a revised Financial Aid Award Letter indicating a new funding level.

Refunds

Federal and State regulations require that all or a portion of any tuition refund you receive be credited to the financial aid funds from which you received assistance. The full refund policy is available from the Financial Aid Office and in the student handbook and College catalog.

Repayment Policy

Most students receiving financial aid who withdraw from class(es) will have all or a portion of their refund credited to the financial aid programs and may incur repayment obligations if any direct cash disbursements were received. You will be required to repay part or all of your financial aid to Mesabi Range if you:

- terminate your studies at Mesabi Range.
- change your enrollment from what you previously indicated.
- provide false or incorrect information on your financial aid application.
- cease to be enrolled as a full-time student. Students registered for less than six credits are ineligible for most financial aid.
- receive outside scholarships, grants, or assistance not awarded through the financial aid office.
- change your state of residency.

Repayment of Federal Financial Aid

If the student owes a Pell Grant repayment because of a total withdrawal from college and fails to establish a repayment scheduled with the campus' Business Office within thirty (30) days of receiving notice of the amount due, the Financial Aid Office is required to report the student to the Federal government as being in an overpayment status. The student will be ineligible for any future Federal funding, at any college, until the entire overpayment status amount has been repaid.

Should a student do an "unofficial withdrawal," which is to stop attending classes without completing the formal withdrawal process, the Financial Aid Office is mandated to calculate a refund to the Federal Government of 50% of all federal funds received (grants and loans) if a last date of attendance for all courses cannot be determined. The College will then bill the student for the amount of the refund that has been returned to the specific federal program or programs.

Review/Revision History:

Implemented 5/2003

Revisions approved through Shared Governance 12/15/10