

Refunds/Drop Add/Withdrawal

Refunds for students who withdraw voluntarily or involuntarily are determined according to the following policy:

1. Students may add courses according to the following chart:

	3 week course (business day)	8 week course (business day)	15 week course (business day)	Percentage of Semester Completed
Adding a course w/o approvals	N/A	Day 3	Day 5	6.7%
Adding a course with approvals of instructor and academic advisor	Day 1-2	Day 3-6	Day 5-10	6.7% - 13.3%

2. Requests for schedule additions after completion of 6.7% of the semester will have a fee of \$15.00, per request, charged to the student's account.
3. Requests for schedule additions after completion of 13.4% of the semester are usually not permitted. In unusual circumstances, the Registrar may approve a request for a schedule addition after the completion of 13.4% of the semester. A late registration fee of \$40 (per course) will be charged to the student's account if the change is approved.
4. The portion of tuition to be refunded to withdrawing students will be as follows:

Percent Refund	3 week course (Calendar day)	8 week course (Calendar day)	Percentage of Semester Completed
100%	Day 1	Day 1-4	6.7%
75%	Day 2-3	Day 5-8	13.4%
60%	Day 4	Day 9-11	20.0%
50%	Day 5-6	Day 12-15	26.7%
25%	Day 7	Day 16-19	33.3%
0%	After Day 7	After Day 19	After 33.3%

5. All requests for drops or withdrawals must be in writing and emailed to the Registrar's Office. The date of the email determines the refund date and amount used in 4) above. Notifying an instructor does not constitute an official request to drop or withdraw from a course.
6. Requests for drops or withdrawals after completion of 6.7% of the semester will have a fee of \$15, per request, charged to the student's account. After the completion of 13.4% of the semester, a late fee of \$40 (per course) will be charged to the student's account if the change is approved.
7. Courses dropped during the first 20.0% of the semester will not appear on the transcript. Courses dropped after the completion of 20.0% and through the completion of 40.0% of the semester will be indicated with a WP or WF (withdraw pass or fail) on the student's transcript. Neither of these withdrawal grades will calculate in the grade point average. After 40.0% of the semester is completed, students are not permitted to withdraw from courses except in cases approved by the Engle Center for medical/personal reasons.

8. Student Government, Student Services, Lab, music, private music lesson, art studio and all other course-related fees will not be refunded after completion of 6.7% of the semester.
9. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
10. In accordance with federal regulations, when federal financial aid refunds are involved, the amounts are allocated in the following order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, other Title IV aid programs.
11. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1956 (as amended) and includes the following programs: unsubsidized FFEL loans, subsidized FFEL loans, unsubsidized Federal Direct Stafford Loans, subsidized Federal Direct Stafford Loans, Federal Perkins loans, FFEL PLUS loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG.
12. Institutional and student responsibilities in regard to the return of the Title IV funds:
Messiah College's responsibilities:
 - Providing each student with the information given in the policy
 - Identifying students who are affected by the policy and completing the Return of Title IV funds calculation for those students
 - Returning and Title IV funds that are due the Title IV programs**Student's responsibilities:**
 - 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 the Title IV Funds calculation
13. Other financial aid will be refunded in proportion to and along the same schedule as tuition.