

REFUND POLICY

Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, may be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Books and Supplies

A student who withdraws and who has purchased returnable books/tools/ supplies from the college and returns the items in new/unused condition by the end of the second week of the semester will be refunded the full purchase price. Books/tools/supplies returned in used condition by the end of the second week of the semester will be refunded 50% of purchase price. The required books/tools/supplies listing for each department will indicate which items are refundable. Students who purchased books/tools/supplies by cash, must present receipt to receive a refund.

Refund for Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws on or after the first day of class.

NOTE: THE STUDENT IS RESPONSIBLE FOR COMPLETING DROP/ADD FORM AND SUBMITTING IT TO THE REGISTRAR.

Financial Aid Payment Procedures

The Pell Grant is disbursed through electronic transmission to the Business Office. After subtracting tuition and other eligible outstanding charges the Business Office processes the financial aid refunds. Financial aid refunds are mailed to the student's address in the admissions records.

Students are paid based on enrollment status as of the end of the published drop and add period. The Pell Recalculation Date (PRD) shall be the day after drop/add for the full-term. Students who officially withdraw from/or cease attending all classes are subject to the Financial Aid Return of Title IV Funds Policy. Students are not eligible for financial aid for classes they never attend. Financial Aid funds will be disbursed to student accounts after attendance is verified for all classes. Students may charge their estimated expenses (tuition/fees, books, and supplies) to their authorized Pell grant award which is shown on their myRSTC Student portal. The Business Office will send the balance of all remaining student Pell grant funds within 14 days of the date the amount is posted to the student accounts. If a student is re-enrolled in a course that they were dropped for nonattendance, their aid will be re-adjusted to include the hours the student was dropped.

Financial Aid payments are scheduled every 14 days after the initial payroll of the semester.

Students who are withdrawn by the College for disciplinary reasons, excessive absences, nonpayment of charges, or other similar reasons are subject to the Financial Aid Return of Title IV Funds Policy.

In the event of an over-award, the student's account is placed on hold until such time that the over-payment is rectified.

Refund in Compliance with State Refund Policy

In accordance with System policy, a student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

1. Withdrawal during the first week of the semester, 75% refund.
2. Withdrawal during the second week of the semester, 50% refund.
3. Withdrawal during the third week of the semester, 25% refund.
4. Withdrawal after the third week of the semester, 0% refund.

RETURN IN COMPLIANCE FOR FEDERAL FINANCIAL AID RETURN OF TITLE IV FUNDS POLICY

In accordance with Federal regulations, those students who receive a disbursement of Title IV funds, Pell Grant and/or Supplemental Educational Opportunity Grant (FSEOG) officially withdraws or ceases attendance prior to the 60% point in the payment period, RSTC will determine whether the student must repay a portion of the net disbursement. Federal Work-Study is excluded from the calculation. This process is called a Return of Title IV Calculation.

Title IV funds must be disbursed within 14 days of the aid being posted on the students financial account, however aid is earned as student attends throughout the semester.

If the student does not complete 60% of the semester, RSTC is required to perform a calculation to determine if funds must be returned to the Department of Education. This date of withdrawal is determined in two different ways for official and unofficial withdrawals.

Official Withdrawal: The official withdrawal date is determined by the date the student started the withdrawal process or the date of the last academic related activity.

Unofficial Withdrawal: The unofficial withdrawal date is determined by the date the instructors report as the last documented academic related activity when a grade of "F" is posted at the end of the semester or payment period. The return of funds calculation shall be based on the midpoint of the term for students who unofficially withdraw and cease attending before completing 60% of the term, unless it can be determined that the last documented academic related activity/engagement is after the 50% date, at which time that date will be used to the benefit of the student.

The percentage formula is as follows: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned. Scheduled break days of 5 or more are excluded from the calculation.

Funds shall be returned in the following order:

1. Federal Pell Grants
2. FSEOG

Any remaining credit, (post-withdrawal disbursements), shall be posted to the student's account within 45 days of the date it was determined that the student withdrew. If there is a remaining credit after all expenses are paid, the balance shall be refunded to the student within 14 days.

Calculations and returns must be made 45 days from the date of determination for official withdrawals and 30 days from the end of the semester (or payment period) for unofficial withdrawals.

The student may be required to return or repay the remaining unearned Title IV funds to the Department of Education. RSTC will notify the student in writing of the amount they owe, the procedure for repayment and consequences of non-payment within 30 days. Any student who does not return or repay unearned Title IV funds as required by law will be reported to the Department of Education and will not be eligible to receive Title IV funds at RSTC or any other college participating in the Title IV Program until overpayment is paid in full.

RSTC requires the student to repay any funds that the school was required to return to the Department of Education as a result of the students' failure to complete 60% of the term. RSTC will notify the student by email informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes RSTC funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

REFUND FOR ALABAMA NATIONAL GUARD AND RESERVISTS CALLED TO ACTIVE DUTY

Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the term due to active-duty orders or assignment to another location.

RETURNED CHECK POLICY

Returned check charge is \$30.

If a check is deposited to the College's bank account and does not clear the student's account, there is a possibility the check will be resubmitted to the student's banking institution before the College is notified the check did not clear. Once the check is returned to the College, the student is informed in writing and has ten days in which to clear the outstanding obligation. If at the end of ten days the obligation has not been cleared, it will be turned over to the Magistrate Court for collection. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.