

Sofia University Withdrawal and Refund Policy

Refunds for Dropping Individual Classes:

The University will refund full tuition (not non-refundable acceptance fee or application fee) for all classes dropped before the first day of the quarter. There is no refund of tuition for individual courses dropped after the last day of add/drop period. The add/drop period is usually the first week (Monday-Sunday) of each quarter.

Refunds for Withdrawing from Registration:

Withdrawal is defined as the dropping of one's entire program in a given term as differentiated from dropping some, but not all, of one's courses. The tuition and fees are charged according to a schedule set by the Office of the University Registrar. According to federal regulations, Sofia University must use the withdrawal date for the refund calculations as "either the date the student officially notifies the school that he or she is withdrawing or the last date of class attendance that the school can document." The University has adopted the following withdrawal policy to establish charges based on the amount of time completed in the enrollment period.

Sofia University Tuition refund policy:

Before the last day of add/drop period, 100% Tuition refund

Pro-rata Refund based on calendar weeks of the term ending on Sunday.

Students may be eligible for a pro-rata refund after student completes a Withdrawal Form requesting a grade of "W" for each course withdrawn.

Week 1: 100% refund

Week 2: 90% refund

Week 3: 80% refund

Week 4: 70% refund

Week 5: 60% refund

Financial Aid Refunds and Return of Federal Funds:

Title IV: Students who receive Title IV financial aid will have their refund calculated as required by regulation. Under the most recent reauthorization of the Higher Education Act of 1964, the return of federal funds has been separated from the calculation of refunds for institutional charges. The percentage of the return is based on the number of calendar days completed within an enrollment term. The calculation will be based upon the official withdrawal date.

Because students on leave are classified as withdrawn when certifying enrollment status for federal financial aid, any aid you receive must be subjected to the federal R2T4 return of funds formula. This means that if you received a refund check from the school,

all or part of those "unearned" funds may need to be returned to the Direct Loan. Under federal regulations, the calculation of your aid earned is made independently of the Institute's refund policy. For instance: If a student borrowed \$8,500.00 and paid \$5,000.00 in tuition and received a refund check for \$3,500.00 and the R2T4 calculation requires us to return \$6,375.00 (75% of the student total loan) to Direct Loan, we would bill the student for \$2,625.00 (75% of the refund the student received). This would need to be paid upon entering leave.

Both the Institute and the student may be responsible for returning federal funds to their source (e.g., the federal direct servicers). The Institute will return funds to Direct Loan as required under regulation at the time of the student's withdrawal. Students who receive aid for which they are later determined to be ineligible will be responsible for timely repayment of this aid to the appropriate source. The student will be responsible for repayment of the loan funds according to the terms of the loan. The Institute must perform R2T4 (Return of Title IV Funds) calculation no later than 30 days after it determines that the student has withdrawn.

The following distribution of returned funds is as follows:

- Federal Unsubsidized Stafford Loan
- Federal PLUS/PPLUS Loan Federal Subsidized Stafford Loan
- Other Federal Title IV Programs
- Federal PELL Grant Private Loans or Institutional Funds
- Federal SEOG (Supplemental Educational Opportunity Grant)

NOTE: After the Federal Financial Aid refund, the student is responsible for any unpaid balance based on Sofia's refund policy.

Medical Emergency Refunds: For the students who have to withdraw for unforeseeable medical reasons, the refund will be given only before the mid-point of the term and formal doctor's notes is required. The refund is prorated based on the date you begin the official withdrawal process.

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