



REFUNDS/REPAYMENT

REFUND POLICY

A refund is the amount of institutional charges that Southwest Tech must return to a student and/or the financial aid program(s) after the student has withdrawn from school. Financial aid refunds under \$1 will not be processed.

Southwest Tech follows the [Wisconsin Technical College System Refund Policy](#).

FEDERAL REPAYMENT POLICY

Students who receive financial aid and withdraw or drop out of all Southwest Tech courses prior to the date when 60 percent of a semester is completed may have to return some of the federal student aid that was disbursed. That date is October 31, 2016, for first semester and April 4, 2017, for second semester. For the few programs with unique class schedules (i.e., classes that begin later in a semester), financial aid distribution dates and repayment policy dates are adjusted accordingly so that all students are subject to the same standards. Students who withdraw after having received Title IV aid (excluding work-study) may have to repay unearned funds based on the percentage of the term not yet completed. Students who fail to attend any classes must return 100 percent of Title IV aid received.

Students who withdraw during the term, however, may keep a certain amount of aid based on the number of days of attendance over the total number of days in the semester, expressed as a percentage. Southwest Tech calculates the dollar amount as a percentage of the costs of attending the College for the term (including but not limited to tuition, fees, room and board, books, supplies, transportation, and miscellaneous expenses).

Students must notify the Financial Aid Office of their decision to withdraw so that accurate refund calculations can be made. The entire process is based on either the last date of attendance or the date that a student initiates the withdrawal process with a program counselor. The withdrawal date determines both the institutional refund and the Title IV financial aid refund. If a student fails to notify Southwest Tech either verbally or in writing (preferred) about having withdrawn, the Financial Aid Office will default to the midpoint of the term (50 percent) as the withdrawal date (if the actual date is not available through the student's instructors). Students who are enrolled at the time of the first financial aid disbursement (approximately 30 days into the semester) will receive 100 percent of the WHEG funds for that semester. Conversely, students who withdraw or drop out before the first disbursement receive no WHEG funds.

The return of federal funds calculation should not be confused with the Wisconsin State Refund Policy, which is a separate calculation performed by the Business Office for the return of tuition and fees to students.

DISTRIBUTION POLICY

Southwest Tech's allocation of federal aid policy is to return the federal student financial aid portion of the repayment to the programs in the following order (prescribed by law and regulation).

1. Federal Unsubsidized Stafford
2. Federal Subsidized Stafford
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. TIP Grant
7. WHEG Grant

STATE GRANT (WHEG) REFUND POLICY

If student is enrolled at least half-time at the date of record, they will receive 100% of the WHEG for that semester. If a student drops below half-time before the first disbursement of aid, they will receive 0% WHEG.