



# FAMILY OF FAITH COLLEGE

*A Light to the Nations*

## REFUND POLICIES

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### **REFUND POLICY FOR ON-CAMPUS COURSES**

If a student decides to terminate his/her enrollment at Family of Faith College prior to the end of the semester, he/she must notify the registrar in writing specifically noting his/her termination date if he/she is seeking a refund of monies. Refunds due to the student will be paid within 30 days from the termination date. All other refunds will be paid within 60 days from the termination date. In all instances, the refunds shall be calculated from the last date of attendance.

**Rejection:** An applicant rejected by the school shall be entitled to a refund of all monies paid less the stated application fee.

**Three-Day Cancellation:** All monies paid by an applicant will be refunded if requested within three days of enrolling and making an initial payment.

#### **Other cancellations:**

1. Termination prior to the first day of class: applicant is entitled to a refund of all monies paid minus the application fee.
2. Termination during the first week of the semester: the College retains 10% of the stated tuition, not to exceed \$350.
3. Termination during the period from after the first week through the eighth week of the semester: the College retains not less than 10%, but pro-rates refunds on the number of days of class before withdrawal.
4. Termination after the eighth week of the semester: the student is not entitled to a refund of tuition. Therefore, the College will retain 100% of the stated tuition.
5. Monies paid for housing not used as a result of termination will be refunded on a pro-rata basis, using a 30-day month as a basis for calculating the daily charge.

**Repayment of Federal Aid:** If the tuition, fees and housing costs were paid with financial aid monies, all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to repay money to the aid programs from which the money was awarded.

### **REFUND POLICY FOR ONLINE COURSES**

The most significant date for online courses is the Class Start / First Login Day.

1. If a student withdraws in writing before the first login day of online classes, the student will be entitled to a 100% refund of tuition.
2. If a student withdraws in writing during the first week of online classes, the student will be entitled to a 90% refund of tuition.
3. If a student withdraws in writing during the second week of online classes, the student will be entitled to a 40% refund of tuition.
4. After the second week of online classes, no tuition refund will be given.
5. Please note that withdrawal from online courses will affect Title IV amounts (including PELL grants) and may need to be repaid.
6. The Online Course Fee is NOT refundable.