REFUND POLICY

Dropping Courses
You may drop a course prior to or during the first 7 calendar days of the course without any financial obligation. If you drop a course beyond the first 7 calendar days, you will incur 100 percent financial responsibility for the course.

Notice to Students

Return of Title IV Financial Aid
If you withdraw or are dismissed from the University up through the 60 percent point in any payment period and received federal financial aid in the form of grants or loan funds, federal law requires that the University, and in some cases you, the student, return funds you did not earn to the U.S. Department of Education. In these situations, federal Title IV financial aid must be recalculated. If you are enrolled on the E Track calendar and passed a course in your 12-week term, you are excluded from this recalculation. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

1. To determine the percentage of the payment period or term completed, the number of days completed up to the last date of academic attendance is divided by the total days in the payment period or term. (Any break of 5 days or more is not counted as part of the days in the term.) This percentage is also the amount of Title IV financial aid earned.

2. To determine the amount of aid to be returned, subtract the percentage of aid earned from 100 percent of the aid that could be disbursed and multiply it by the total amount of aid that could have been disbursed during the payment period or term as of the date you withdrew. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: After the 60 percent point in the payment period, you will have earned 100 percent of the federal financial aid funds already disbursed to you. This calculation concerning federal financial aid is separate and distinct from the institutional refund policy, and may result in you owing additional funds to the University to cover tuition charges previously paid by federal financial aid prior to your withdrawal.

3. If you earned less aid than was disbursed, the institution would be required to return a portion of the funds and you are required to return a portion of the funds. Keep in mind that when Title IV funds are returned, you, the student borrower, may owe a debt balance to the institution. If you earned more aid than was disbursed to you, the institution would owe you a post-withdrawal disbursement, which must be paid within 180 days of your withdrawal.

4. If you plan to withdraw from the University, you should contact the Student Finance or Business Office to determine the amount of funds that must be returned on your behalf, if applicable. All refunds due will be made within 45 days of your effective withdrawal date. The last date of actual attendance is used in calculating any refund amount.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:

- a. Your institutional charges multiplied by the unearned percentage of your funds, or
- b. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS received on behalf of the student
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants

Return of Unearned Tuition Assistance
Military Tuition Assistance (TA) is awarded under the assumption that you will attend school for the entire period for which the assistance is awarded.

If you withdraw or are dismissed, you may no longer be eligible for the full amount of TA funds originally awarded. The University will return any unearned TA funds on a proportional basis through at least the 60 percent point of the period for which the funds were provided, with unearned funds returned based upon your last date of attendance (LDA).

If you stop attending due to a military service obligation, and notify the University of that obligation, the University will work with you to identify solutions that will not result in a debt balance for the returned portion.

Calculation
When you officially withdraw or are dismissed from a course, the LDA will be used as the date of withdrawal.

Failure to start a course or attend a course for 21 consecutive calendar days (not including breaks; 14 calendar days for 6-week sessions) is considered an “unofficial” withdrawal. In this case, the University will determine the LDA by reviewing the last date of activity within a course:
The LDA is the last date of academic attendance (https://catalog.purdueglobal.edu/policy-information/registration/attendance/).

Once LDA has been determined, the University will recalculate your TA eligibility based on days attended in accordance with the Military Tuition Assistance Refund Chart (https://catalog.purdueglobal.edu/policy-information/financial/refund/Military_Tuition_Assistance_Refund_Chart.pdf).

**Return of Funds**

Determining eligibility for TA is course specific. The start and end dates will be used for each course to determine eligibility. Using the Military Tuition Assistance Refund Chart, the University will be required to return some or all of the TA awarded to you if you did not complete at least 60 percent of each course, possibly creating a debt balance on your Purdue Global ledger.

**Withdrawal After Commencement of Classes**

The effective withdrawal date shall be the date on which any of the following occur:

1. The date you notify the University of withdrawal or the date of withdrawal, whichever is earlier
2. The beginning date of any term/session in which you fail to start classes or request to withdraw within the first 7 calendar days
3. The last date of attendance once you have accumulated any 21 consecutive calendar days of absences (not including breaks; 14 days for 6-week sessions)
4. The last date of attendance prior to the date when the University terminates your enrollment
5. The date that you are scheduled to return from a leave of absence and fail to do so

All refunds due will be made within 45 days of your effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Note: if you are participating in the Purdue Global Commitment and elect to continue beyond the first 3 weeks, you are responsible for tuition as defined in the refund policy.

**Tuition Refund Chart**

If you have completed the Purdue Global Commitment period or are a continuing student, you are subject to the Purdue Global Refund Policy and the Tuition Refund Chart.

This policy applies to all students, including military students using tuition assistance, with the exception of deployed or mobilized servicemembers and their spouses with dependent children residing in Iowa. Iowa resident deployed or mobilized servicemembers and their spouses with dependent children should refer to the applicable policy below.

The institutional refund (tuition) is based on the same formula as the Title IV (R2T4) formula, which is based upon the actual daily percentage of the term attended: days completed (LDA) divided by the length (days) of the term. Days within the winter break are not counted toward the term period.

### Students Withdrawing on 10-week Calendar

<table>
<thead>
<tr>
<th>Refund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% tuition for the term</td>
<td>Through the first 7 calendar days of the term</td>
</tr>
<tr>
<td>Tuition will be prorated/refunded based upon the number of calendar days attended in the term/total days in the term. Attendance greater than 60% is considered fully earned tuition for that term, and no refund will be given.</td>
<td>With attendance posted after the first 7 calendar days of the term</td>
</tr>
</tbody>
</table>

### Students Withdrawing on 12-week Calendar

<table>
<thead>
<tr>
<th>Refund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% tuition for the first session</td>
<td>Through the first 7 calendar days of the first 6-week session</td>
</tr>
<tr>
<td>100% tuition for the second session</td>
<td>Through the first 7 calendar days of the second 6-week session</td>
</tr>
<tr>
<td>Tuition will be prorated/refunded based upon the number of calendar days attended in the term/total days in the term. Attendance greater than 60% is considered fully earned tuition for that term, and no refund will be given.</td>
<td>With attendance posted after the first 7 calendar days of the 12-week term when no academic grades have been received within the term</td>
</tr>
<tr>
<td>No tuition refund</td>
<td>With attendance posted after the first 7 calendar days of the 12-week term when an academic grade has been received within the term</td>
</tr>
</tbody>
</table>

### For Iowa Servicemembers and Their Spouses With Dependent Children

Any Purdue Global student residing in the state of Iowa who is a military servicemember (active duty, guard, or reservist) who gets deployed or mobilized, or is a spouse with a dependent child of a servicemember who gets deployed or mobilized, may request a full refund of tuition and fees for all classes attended in the term for which the deployment or mobilization occurred.

### Students Withdrawing From an Independent Model Refund Program

<table>
<thead>
<tr>
<th>Refund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% tuition</td>
<td>Prior to or within the first 6 days of the first payment period</td>
</tr>
<tr>
<td>100% tuition for the next month</td>
<td>1 day prior to the start of any subsequent month</td>
</tr>
<tr>
<td>0% tuition for that month</td>
<td>On or after the first day of any subsequent month</td>
</tr>
</tbody>
</table>