

## WITHDRAWAL

### ***Tuition Withdrawal Policy***

#### **For All Students -**

A Title IV refund is completed on all financial aid recipients. The Title IV refund is calculated per payment period. If a student completes 60% of a payment period, a Title IV refund is not required.

**NOTE: Any Title IV financial aid returned by FTC to the Direct Loan(s) and/or the US Dept. of Ed for Pell Grants will be charged back to the students account and will be his/her responsibility.**

Institutional charges are due as follows: **Days = class days\***

Student withdraws during the first 4 days of the pay-period	2% due*
<b>*Fees, books, and supply fees will be assessed on usage</b>	
Student withdraws from the 5 <sup>th</sup> day through 9 <sup>th</sup> day of the pay-period	5% due
Student withdraws from the 10 <sup>th</sup> through 15 <sup>th</sup> day of the pay-period	10% due
Student withdraws from 16 <sup>th</sup> day through 21 <sup>th</sup> day of the pay-period	20% due
Student withdraws from 22 <sup>st</sup> day through 30 <sup>th</sup> day of the pay-period	40% due
Student withdraws after 30 <sup>th</sup> day of the pay-period	100% due

All costs including tuition, books, and supplies are considered institutional costs and are figured in the refund calculation. **\*Fees, books, and supply fees will be assessed on usage.**

All credit balances must be eliminated before a Title IV refund calculation can be performed.

All students completing a withdrawal form and received a Direct loan are required to complete an exit counseling session online at [www.nslds.ed.gov](http://www.nslds.ed.gov)

School will determine the student's withdrawal date as the last date the student ceased attendance.

All Title IV funds WILL BE RETURNED no later than 45 days after it determines the student withdrew.

**NOTE: If a student withdraws (a leave of absence is not included) from a program and wishes to re-enter at a later time, he/she will be responsible for any previous tuition, books, and fees owed and any additional and/or increased tuition, books, and fees of the year re-entered. If tuition has increased the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Director of FTC before a student can begin in the program.**