

Tuition & Fee Refunds

When students withdraw from classes, their charges will be reduced and their accounts will be credited according to the following refund policy. For the purpose of this policy, the period of enrollment is a term. The beginning of the term is the first day of classes and the end of the term is the last day of classes. The beginning and end dates of each term are listed in the curriculum catalog. The unofficial withdrawal date is the last day of attendance. If the withdraw date falls after the drop/ add period all fees are non-refundable and only tuition will be refunded per the following policy.

Tuition Refund Policy:

Withdraw Date	Refund
Drop/Add date or prior % based on days of occupancy (85% to 98%)	Variable
Two weeks or less	80%
Between two & three weeks	60%
Between three & four weeks	40%
Between four & five weeks	20%
More than five weeks	0%

Room & Board Refunds

When students withdraw from classes they will be given a required move out date from Residence Life. Once the finance department receives official notification that the student has moved out and any additional charges that need to be added to the students final term bill, refunds will be calculated based on the following refund policy.

Refund Policy:

Withdraw Date	Refund
Two weeks or less	80%
Between two & three weeks	60%
Between three & four weeks	40%
Between four & five weeks	20%
More than five weeks	0%

Institutional Financial Aid Reversals

All institutional financial aid will be reversed based on the same refund policy as applicable charges. For example, if the institutional aid is for tuition it will use the same method as tuition refunds.

Policy on Return of Federal Student Aid

The College determines the following each time a student withdraws:

- **Last Date of Attendance:** As indicated by instructors' records, this is the last date a student was present in class.
- **Withdrawal Date:** The date the Registrar's office processes the student withdrawal.

There are two withdrawal classifications:

- **Official Withdrawal:** Notify the Registrar or Dean of Students in writing that attendance in all classes will cease as of a specific date, including any leave of absence. The date the student requests the official withdrawal will be considered the withdrawal date, unless another withdrawal date is specified in the notice.
- **Unofficial Withdrawal:** Student has stopped attending classes for more than 14 calendar days. If a student does not attend all classes for which they have registered for any two-week period before the withdrawal deadline, the student will be withdrawn by the Registrar's Office. The date of withdrawal will be the date the Registrar's Office withdraws the student from school. If a student stops attending all classes for which they have registered after the withdrawal deadline, the student will be withdrawn by the Registrar's Office at the end of the term. The date of withdrawal will be the last day of the term.

The federal formula requires a return of Title IV financial aid if students withdraw on or before completing 60 percent of the term. Title IV funds include: Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Loan (subsidized or unsubsidized), Direct PLUS Loan for Parents, National SMART (Science and Mathematics Access to Retain Talent) Grant.

Title IV funds will be pro-rated based on the number of calendar days in the term and the number of calendar days attended. All refunds will be completed within 45 days of the date of determination, and Federal Student Aid will be returned in the following order:

- Ford Federal Direct Unsubsidized Loan
- Ford Federal Direct Subsidized Loan
- Ford Federal Direct PLUS Loan for Parents
- Federal Pell Grant
- National Science & Mathematics Access to Retain Talent (SMART) Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) including FSEOG Match
- Other federal loan or grant assistance

If a student completes at least 60% of the term, no return calculation is required.

There are a total of 75 days per term. Returns are calculated based on the last day of attendance (LDA) up to day 44 of the term. For example: if the last day of attendance is day 18 of the term, then the return requirement is 24% of Title IV funds awarded. If the last day

of attendance is day 44 of the term, then the return requirement is 59%. If the last day of attendance is day 45 or later in the term, the return requirement is 0%.

Calculating Returns:

- **Percent Earned** equals *Number of Days Completed Prior to LDA* divided by *Total Days in a Term*
- **Percent Returned** (what will need to be returned to the U.S. Department Education) equals *100 percent of your award* minus *Percent Earned*

School Portion of the Return

As part of the Return to Title IV calculation, Antioch College determines the amount of federal student financial aid the student has earned and the tuition and fee charges the student accumulated during the term. Based on these amounts, the School may need to return unearned aid (according to the order above).

Student Portion of the Return

After Antioch returns the school portion of the return, any amount of the total unearned aid that remains becomes the student portion of the return. In this case, the student will be notified of the overpayment. If it is a grant overpayment, the student will have 45 calendar days to repay the amount back to Antioch College. If the student received a loan overpayment, it must be repaid in the normal course of loan repayment.

Post-Withdrawal Disbursement

Within 30 days of the date of withdrawal, the student will receive notification of any remain (unused) title IV funds that they are eligible to receive. The notification will identify the type and amount of these title IV funds and explain that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds.

If an outstanding balance remains on the student's account:

- 1.) Antioch College may credit the student's account up to the amount of outstanding charges with all or a portion of any grant funds that make up the post-withdrawal disbursement. If the student agrees, Antioch will credit the student's account with these funds within forty-five (45) days of the date of withdrawal. The amount of grant funds not credited to the student's account (because it is more than the remaining balance) will be disbursed directly to the student, also within 45 days of the date of withdrawal.
- 2.) Antioch College may credit the student's account up to the amount of outstanding charges with all or a portion of any loan funds that make up the post-withdrawal disbursement only after obtaining confirmation from the student, or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed. The amount of loan funds that the student (or parent) can receive as a direct disbursement will only be disbursed if the student (or parent) agrees to accept these funds. If the student, or parent in the case of a parent PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a

post-withdrawal disbursement of loan funds may be credited to the student's account, the school must disburse the funds in the manner specified by the student (or parent) as soon as possible, but no later than 180 days after the date of the school's determination that the student withdrew.

Student Accounts and Billing

Students are financially responsible for their student account. Students are responsible for providing a current billing mailing address. All balances must be paid prior to the first day of class each term or payment arrangements must be set-up and approved by the Finance department. Payments can be made by cash, check, money order, or credit card. Deferred payment plans must be paid in three equal installments by the beginning of the following months indicative of each term. Because block terms are optional and run on a shortened timeframe, payment plans are not available for those terms.

Fall Term: August, September, and October

Winter Term: January, February, & March

Spring Term: April, May, & June

Students who fail to meet the terms of their proposed payment plan may not be eligible for future payment plans and may be required to pay their bill in full before the start of the term.

Students electing the deferred payment plan will be assessed a \$25.00 processing fee per quarter. All accounts must be paid in full at the end of each term. Students may elect to have their net pay from an on-campus job transferred to their student account by completing the appropriate form.

Failure to send the full payment or to sign up for the payment plan option and pay on time will prevent the student from registering for classes and a HOLD will be placed on their account. In addition, transcripts, grades, narrative evaluations, and diplomas will not be issued to any student with an outstanding balance. Students with outstanding balances at the end of each term will not be permitted to attend classes for the next term, receive grades, or participate in graduation ceremonies.

Additional Course Fees Policy

Additional academic fees are charged to students to recover the cost of materials and supplies not normally covered by the instructional budget and fundamental to the special instructional activities associated with a special course or program fee. These fees are listed with the course offerings each term and are assessed to all students enrolled in the course. Billing and collection of such fees is handled through the Finance Department and should not be collected by a department or faculty member. Additional academic fees are non-refundable and must be used solely for support of the course for which the student is

enrolled. In the event that a scheduled special activity is cancelled during the term, students will receive a credit to their student account. Additional academic fees will not exceed \$100.00, except under extraordinary circumstances.

Additional academic fees can be charged for the following items:

1. Manuals and materials that are retained by the student and used in lieu of a textbook.
2. Materials and supplies used by the student, including, but not limited to chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic materials, course specific software license fee, software retained by the student and other one-time use items beyond what is normally provided by the course.
3. Breakage of lab or studio equipment, glassware, in a current or prior term.
4. Special course activities (transportation, admission costs, meals, private music lessons).
5. Instructional equipment (maintenance).

Items that should not be included in additional academic fees:

1. Salaries, wages and related benefits
2. Honoraria for guest speakers
3. Computers
4. Software and software licenses (ongoing licenses)
5. Faculty travel
6. Capital and infrastructure related expenditures

Course and Program Fees

Course and program fees are two types of academic fees that are incorporated into the learning goals and outcomes associated with courses that require an additional cost assessment to students.

Course Fees

Fee type	Fee assessment
Lab Fee	Varies
Studio Fee	Varies
Special Activity Fee	Varies
Music Instruction Fee	\$100.00
Special Materials Fee	Varies

Program Fees

Oral Proficiency Interview (OPI) Registration Fee

The fee to take the OPI is based upon the language and assessment delivery type (i.e. telephone, computer). This fee is not added to the bill for tuition paid to Antioch College. Instead, it is paid directly to the American Council for the Teaching of Foreign Languages (ACTFL) at the time the student schedules the OPI.

Note: Students who take the OPI for a language not offered at Antioch can contact the chair of the Language and Culture Department to identify the OPI fee relative to the language and assessment delivery type.

OPI Reschedule Fee

Due to the nature of the interview and scheduling, there is a rescheduling fee for the OPI due to a no show appointment without prior notice or arriving late to the assessment session.

Student Penalties And Fines

The purpose of this policy is to identify key principles related to the imposition of student penalties and fines in relation to the assessment of additional academic fees of any kind in any given term. This policy applies to all students and to all administrative units providing services or loans (i.e. library resources, academic support adaptive equipment, lab/classroom equipment, or materials) to students, which carry a financial or other obligation on the part of the student.

Principles

1. Penalties and fines are established to encourage students to meet their obligations to return loaned items owned by the College and to pay monies owed to the College.
2. The College will ensure all penalties and fines are administered impartially and fairly.
3. Penalties and fines will be established for non-payment of established academic fees or failure to return loaned items. The chief penalty will be the suspension of student access to services until the college-owed obligation has been met.
4. All penalties and fines will be posted to student accounts.
5. Students who have incurred a penalty and/or fine must consult to the issuing department to make payment or resolve the penalty.
6. As appropriate, the College will make use of collection agencies to collect monies owed to the College.

Payment of Fines and Removal of Penalties

- A. The issuing department will receive notification of payment of fines and remove any imposed penalties as follows:
 1. If students have received library fines, they must pay fees in the Finance Department and return to the Library to show proof of payment of the fine in order to have any imposed penalty removed.
 2. If tuition fees are in arrears, students will return to the Finance Department to pay their fees.
 3. If students have received notice from a collection agency, they must pay the account directly to the collection agency.

B. Appeals

1. Appeals are to be made to the department issuing the penalty or fine.
2. The appeal must be in writing. All appeals must include or identify the reasons the appeal is being sought:
 - i. Is the appeal being sought because the fine or penalty was unfairly levied? Please explain.
 - ii. Is the appeal being sought due to unavoidable extenuating circumstances? Please describe and attach any supportive documentation.

3. Each department issuing a penalty or fine will establish a process for reviewing appeals.
4. The final authority for appeal for a penalty or fine is the head of the unit issuing the penalty or fine.

Placement Testing

All new students to Antioch College, including those who transfer, are required to take placement assessments in Writing, Mathematics, and Foreign Languages during new student orientation, unless granted an exemption from one or more of these assessments. Placement assessment results are used to determine course placement upon enrolling in classes at Antioch College and to determine if students have any special needs for supplemental instruction and support (through tutoring and/or additional courses). Students who may be exempt from taking the placement tests will be informed of their status during orientation.

Exemption from placement testing in Foreign Languages is only granted for students who intend to enroll in the lowest-level language course available (Language 101), or for students with documented learning challenges related to foreign languages. Any student who wishes to begin in a higher language course must take the language placement exam. All students are encouraged to take the language placement exam.

Students without transfer credit or sufficiently high scores in AP or IB(HL) exams will be required to take a math placement assessment (via ALEKS) when they arrive on campus. Students with transfer credit may still need to take the math placement assessment if they intend to take a quantitative course that is at a higher level than the one for which they receive credit. Based on the math placement assessment, the student will be recommended for placement into MATH 090 or a college-level math course. Placement testing does not exempt students from any part of the quantitative requirement, but determines the appropriate place to start. Students who demonstrate the need for more preparation before enrolling in a target math course will be placed into MATH 090, a course in which students use ALEKS to improve their math skills with the goal of a higher placement. If a student is placed into MATH 090, they must complete it in the Fall term of their first year. Completion of MATH 090 with a grade P (passing) allows the student to enroll in a college-level math course at a level supported by the placement assessment taken in MATH 090. However, MATH 090 does not satisfy the Quantitative Requirement of general education.

Students without transfer credit or minimum scores on the ACT, SAT, or AP exams will be required to take a writing assessment when they arrive on campus. Students will write a short essay that will be evaluated by faculty for clarity, organization, grammar and mechanics, logic, and strength of claims. The essay is scored using the Liberal Arts Learning Outcomes rubric for Written Communication. Based on the score, the student will be recommended for placement into ENG 101 or ENG 105. Placement testing does not exempt students from any part of the writing requirement, but determines the appropriate place to start. Students who demonstrate the need for more intensive writing instruction will be placed into ENG 101, a course that requires participation in a writing lab. If a student is placed into ENG 101, they must complete it fall term of their first year. Completion of ENG 101 with a grade C or higher satisfies the first component of the writing requirement. Students may also