



# Southwest Baptist UNIVERSITY

## Tuition Assistance Refund Policy

Federal funds apply to your student account with the understanding that you will complete all of the courses in which you enroll. According to Federal regulations, the financial aid office is required to recalculate your financial aid eligibility and return the unused portion back to the federal government if one or more of the following happens:

- If you withdraw from all of your courses;
- Withdraw from college before the semester ends; or
- Stop attending your seated courses or participating in online courses.

The amount of federal financial aid earned is determined by taking the number of days you completed divided by the total number of days in the semester. **Once you have completed more than 60%** of the total number of days in the semester, your federal aid is earned and funds will not need to be returned.

Below are examples by week of aid earned during typical fall or spring semester with the assumption the week begins on Monday with the percentage calculation done on Friday:

- End of week 1 (4.6%)
- End of week 2 (11.1%)
- End of week 3 (17.6%)
- End of week 4 (24.1%)
- End of week 5 (30.6%)
- End of week 6 (37%)
- End of week 8 (50%)
- End of week 9 (56.5%)
- End of week 10 (63%)

## Other Information

- If you withdraw before the first day of class, never attend a seated class, and or never participate in an online course, all of your aid will be returned.
- If you **do not complete more than 60%** of the semester, your aid will be recalculated and funds may need to be returned to the government. The date the school determines the student withdrew will be based on the last day of attendance/last day of class participation.
- Funds returned to the government will be billed to your student account at Southwest Baptist University.

## Additional Veterans Information

In order to meet the new Department of Defense Policy, Southwest Baptist University (SBU) will return unearned tuition assistance (TA) funds up through 60% of the term for which the funds were awarded. TA funds are earned proportionally during an enrollment period, with the unearned funds returned based on when the student stops attending. Funds will be returned to the appropriate military service branch.

In the event a service member is required to stop attendance due to military service, SBU will work with the service member so the loss of TA funds will not result in the student having a debt based on those returned funds.