

REFUND POLICY

PURPOSE

In accordance with the revised Financial Aid Reauthorization Act of 1998 and became effective October 1, 2000, the following refund policy has been established for all students including first time and non first time attendees who are recipients of Title IV Program money (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Direct Loans and Plus Loans) as well as all state Financial Aid Programs.

POLICY

A. DEFINITIONS

1. "A student attending the institution for the first time" is defined as a first time Freshman, first time Transfer, or first time Graduate who is in their first semester of attendance at Westfield State University.
2. Refunds will be calculated on a week by week basis beginning on the first day of classes for the semester.
3. For refund purposes, "Charges assessed the student" will include Tuition, all Mandatory Fees, Room and Board, but will not include waivable fees (i.e. MassPirg or health insurance) or required deposits (i.e., Room deposit or application fee).
4. Refunds will be credited in the following order to comply with federal regulations:
 - a. Federal Direct Loans (Subsidized, Unsubsidized, Plus)
 - b. Perkins Loans
 - c. Pell Grant
 - d. SEOG
 - e. Any state funding
 - f. The student

B. REFUND SCHEDULE FOR ALL STUDENTS

Westfield State University

Policy concerning:

section Administrative

number 0190

page 2 of 2

APPROVED: June 1993

REVIEWED: April 2007

Withdrawal prior to the first day of classes	No Charges
Withdrawal during the first 2 weeks of classes	20% due
Withdrawal during the third week of classes	40% due
Withdrawal during the fourth week of classes	60% due
Withdrawal during the fifth week of classes	80% due
Withdrawal after the fifth week of classes	100% due

1. Students who withdraw after the fifth week have no adjustments to their charges.

C. OTHER INFORMATION

1. The Westfield State University Refund Policy is subject to changes in the Higher Education Amendments of 1998 as amended by the U.S. Department of Education by the Negotiated Rulemaking Process.

REVIEW

This policy will be reviewed annually by the Vice President for Administration and Finance.