

Institutional Refund Policy

For students attending campuses in locations without state refund policies, refunds will be calculated in accordance to the Institutional Refund Policy. Funds will be returned following the same hierarchy as the Return of Title IV Funds policy, followed by other aid sources (e.g., private loans), and then the student. Effective July 1, 2011, tuition refunds for students who are residents of Alabama and Wisconsin will be calculated in accordance with the refund policy in the state in which they reside. For all other students attending Colorado Technical University, refunds will be calculated in accordance with the Institutional Refund Policy.

Refund Calculation:

Number of days remaining in quarter after withdrawal date ÷ Total number of days in the quarter = % of Refund

The University will return eligible funds in the following order of priority:

- 1. Funds initially will be returned consistent with the Return of Title IV Policy.
- 2. Following the application of the Return of Title IV Policy, any remaining eligible funds received from other sources of financial aid (e.g. private loans) would be returned, and
- 3. Following the return of funds to any other sources of financial aid, any remaining eligible funds would be returned to the student.

For students withdrawing from the University:

First Session - During the first week of each session, students must participate at least once in a class related activity. If a student does not participate in a class related activity during the first week of the session, the student is administratively withdrawn from the University. The last date of the students previous grading period is used for tuition refund calculations. After the first week, if a student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University. Students withdrawing between the add/drop week and the end of the fourth week of the first session will have an adjustment of tuition calculated according to the following formula:

Number of days remaining in quarter after withdrawal date \div Total number of days in the quarter = % of Refund

Second Session - Once a student enters the 2nd session of a quarter, following the designated add/drop week, there will be no refund of tuition. After the first week, if a student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University.



Refund Policy (Alabama Residents Only)

In the event that a student withdraws or is dismissed from all classes during the quarter, tuition refunds are calculated based on the student's last date of recorded attendance, divided by the total days in the University's quarter.

Alabama Hypothetical Refund Example:

At the time of the last day of recorded attendance, the student has been charged \$3,000 in tuition for the quarter, and has attended 31 of the total 77 days (46 days remaining in the quarter). Tuition charges will be reduced by \$1,792 (46/77 times \$3000). The student is responsible for \$1208.

Refund Policy (Wisconsin Residents Only)

In the event that a student withdraws or is dismissed from all classes during the quarter, refunds of tuition and fees will be calculated according to the following schedule:

Week of the Quarter	Student's Quarter
Student's Last Date of Attendance	Tuition Refund
During the first week of the instruction of the program*	100%
During the first academic week	90%
During the second academic week	80%
During the third academic week	70%
During the fourth academic week	60%
During the fifth academic week	50%
During the sixth academic week	40%
During the seventh academic week	0%
During the eighth academic week	0%
During the ninth academic week	0%
During the tenth academic week	0%
During the eleventh academic week	0%

^{*}This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

Online Course Withdrawal

For students withdrawing from a course, but not from all courses in the University:



First Session - During the first week of a student's first session, no tuition charges will be assessed for a dropped course. Once a student enters the second week of the first session, there will be no tuition adjustment for a dropped course.

Second Session - During the first week of a student's second session, no tuition charges will be assessed for a dropped course. Once a student enters the second week of the second session, there will be no tuition adjustment for a dropped course.

Program Charges

Students who have not made all scheduled payments will not be provided course materials for the subsequent sessions until clearance is received from the Financial Aid or Student Accounts Department.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

CTU follows the federal Return of Title IV Funds Policy to determine the amount of Title IV aid a Student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the term. After the 60% point in the term, a Student has earned 100% of the Title IV funds. The University may adjust the student's account based on any repayments of Title IV funds that the University was required to make. For additional details regarding this policy, please see the University catalog.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans

- a) Unsubsidized Federal Direct Stafford Loans
- b) Subsidized Federal Direct Stafford Loans
- c) Federal Perkins Loans
- d) Federal Direct PLUS loans received on behalf of the student.
- 2. Federal Pell Grants.
- 3. ACG
- 4. National SMART
- 5. Federal SEOG
- 6. Other grant or loan assistance authorized by Title IV of the HEA.



If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.