

REFUND – RETURN OF FUNDS POLICY

REFUND POLICY

Business, trades, and allied health students are charged tuition and fees on a quarterly basis during which they attend classes. This refund policy is intended for those students who withdraw from all classes at the college. For those who withdraw (drop) an individual course but remain in other courses, their financial aid may need to be reevaluated to determine a possible refund. If this is the case, see the Financial Aid Department.

Ohio Business College uses the Council on Occupational Education's refund policy. The refund policy is based on credit and clock hour programs. Refunds are to be made within 45 days after the school has determined that a student has withdrawn or been notified of the student's cancellation. The date of determination of an unofficial withdrawal is defined as the last date of physical attendance and participation in an academic activity at the college.

All refunds are calculated based on tuition and fees. The refund policy for students attending Ohio Business College who incur a financial obligation for a period of 12 months or less is as follows:

- ❖ All prospective students are required to attend a personal interview prior to enrollment in to the program.
- ❖ Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.
- ❖ During the drop period (receiving a grade of WD) of financial obligation, the institution refunds 100% of the tuition.
- ❖ During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
- ❖ After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition;
- ❖ After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and
- ❖ After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

A student withdrawing from school during the first week of classes may return unmarked textbooks that were purchased from Ohio Business College to the Student Accounts Office to receive a refund credit on their account. For a full refund, books must be returned within the first 14 days of the quarter. A student is responsible for returns through either the College's Bookstore website or with assistance through the Student Accounts Office. Please note: lab and supply fees are charged in addition to the tuition and are refunded on a pro-rated basis.

If a student withdraws from school, the amount of monies disbursed for non-institutional educational expenses will be based on the expenses incurred by the student up to the time of withdrawal, based on established budgets. No overpayment will result after half of the payment period has been completed.

*Should OBC cancel a course offering, students will automatically receive a 100% refund of any tuition and fees paid for that course.

VETERANS REFUND POLICY

Students using VA Educational Benefits or their eligible persons sponsored as students fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length.

Refunds will be made within 45 days of date of determination (normally last date of attendance).

RETURN TO TITLE IV (R2T4) POLICIES AND PROCEDURES

Purpose

Ohio Business College (OBC) administers federal student financial aid in accordance with the Higher Education Act, federal regulations, and guidance published by the U.S. Department of Education.

This policy establishes OBC's procedures for determining the amount of Title IV federal student aid a student has earned when the student completely withdraws from an academic payment period or period of enrollment.

Federal student aid is awarded with the assumption that a student will attend for the entire payment period or period of enrollment. When a student completely withdraws before completing the period, OBC must determine the amount of Title IV aid the student earned and return any unearned funds as required by federal regulations.

The federal R2T4 calculation is separate from OBC's institutional refund policy. A student's institutional charges and refund may be determined under OBC's published refund policy even when the federal R2T4 calculation produces a different result.

OBC as an Attendance-Taking Institution

OBC requires attendance to be taken and maintains attendance records for students throughout the applicable payment period.

Because OBC is required to take attendance, the student's withdrawal date for R2T4 purposes is **always the student's last date of attendance at an academically related activity, as determined by OBC from its attendance records.**

The withdrawal date is not based solely on:

- The date the student completes an institutional withdrawal form;
- The date the student is administratively withdrawn;
- The date OBC processes the withdrawal in its student information system; or
- A date provided solely by the student without supporting institutional attendance documentation.

The withdrawal date must accurately reflect the student's last documented academic attendance.

Definitions

Last Date of Attendance (LDA)

The **Last Date of Attendance** is the student's last date of attendance at an academically related activity, as documented by OBC's attendance records.

For an attendance-taking institution, the LDA is the withdrawal date used for the R2T4 calculation.

Date of Determination (DOD)

The **Date of Determination** is the date OBC determines that the student has withdrawn.

For an institution required to take attendance, OBC's determination must generally be made **no later than 14 calendar days after the student's LDA**, unless an unusual circumstance applies.

OBC may establish an institutional procedure requiring determination sooner than 14 days.

Payment Period

For OBC's standard-term programs, R2T4 calculations are performed on a payment-period basis when required by federal regulations.

Unearned Aid

The portion of Title IV aid that exceeds the amount the student earned based on the percentage of the payment period completed.

Earned Aid

The percentage of Title IV aid that corresponds to the percentage of the payment period completed.

Official Withdrawals

An official withdrawal occurs when a student provides notification to OBC that the student intends to cease attending the institution or follows OBC's established withdrawal process.

Because OBC is required to take attendance, the student's R2T4 withdrawal date will be the **LDA documented in OBC's attendance records**, even when the student begins the official withdrawal process on a different date.

OBC will document the student's withdrawal notification and attendance records in the student's file.

Administrative Withdrawals

OBC may administratively withdraw a student for reasons including, but not limited to:

- Excessive absences;
- Failure to meet institutional attendance requirements;
- Failure to satisfy academic requirements;
- Disciplinary action;
- Failure to meet financial obligations when permitted under institutional policy; or
- Other institutional reasons.

For R2T4 purposes, the withdrawal date for an attendance-taking institution remains the student's **last date of attendance at an academically related activity**, as documented by OBC's attendance records.

OBC will not establish an artificial withdrawal date that does not accurately reflect the student's actual last date of academic attendance.

Unofficial Withdrawals

An unofficial withdrawal occurs when a student ceases attendance without providing official notification to OBC.

Because OBC is required to take attendance, OBC will monitor attendance records to identify students who have ceased attending.

When OBC determines that a student has withdrawn, the LDA documented in the attendance records will be used as the withdrawal date for R2T4 purposes.

OBC will make its determination of withdrawal no later than **14 days after the student's LDA**, except in unusual circumstances recognized under federal regulations.

Date of Determination

OBC will have procedures in place to routinely monitor attendance records.

For students who withdraw, OBC will determine the student's withdrawal status **no later than 14 calendar days after the student's LDA**, unless a shorter institutional timeframe applies.

The 14-day timeframe includes:

- Weekends;
- Holidays; and
- Scheduled breaks.

OBC's internal procedures may require staff to identify and process withdrawals sooner than the federal maximum timeframe.

Once the Date of Determination is established, the applicable R2T4 deadlines begin.

The R2T4 calculation must generally be completed within **30 days of the Date of Determination**, and any required return of unearned Title IV funds must generally be completed within **45 days of the Date of Determination**.

Students Who Complete More Than 60% of the Payment Period

A student who withdraws after completing **more than 60% of the applicable payment period** is considered to have earned 100% of the Title IV aid included in the R2T4 calculation.

No return of Title IV funds is required based solely on the R2T4 calculation when the student has earned 100% of the applicable Title IV aid.

OBC will still complete any other required financial aid, enrollment, or account adjustments.

Calculating the Percentage of Title IV Aid Earned

The percentage of Title IV aid earned is determined by dividing the number of calendar days the student completed by the total number of calendar days in the applicable payment period or period of enrollment.

The withdrawal date used in the calculation is the student's LDA.

The result represents the percentage of Title IV aid earned.

Formula

Calendar Days Completed ÷ Total Calendar Days in Payment Period = Percentage Completed

If the student withdraws before completing more than 60% of the period:

Percentage Completed = Percentage of Title IV Aid Earned

If the student withdraws after completing more than 60%:

Percentage of Title IV Aid Earned = 100%

Scheduled breaks that meet federal requirements are excluded from the calculation.

Title IV Aid Included in the R2T4 Calculation

The R2T4 calculation considers Title IV aid that was:

- Disbursed; or
- Could have been disbursed as of the student's withdrawal date, as determined under applicable federal regulations.

Applicable Title IV programs may include:

- Federal Pell Grant;
- Federal Supplemental Educational Opportunity Grant (FSEOG);
- Direct Subsidized Loan;
- Direct Unsubsidized Loan;
- Direct PLUS Loan; and
- Other Title IV programs when applicable.

OBC will determine whether aid was eligible to be included as aid that could have been disbursed based on the student's eligibility and federal disbursement requirements.

Institutional Charges Used in the R2T4 Calculation

Institutional charges are used to determine the amount of unearned Title IV aid that OBC may be required to return.

Applicable institutional charges may include:

- Tuition;
- Required institutional fees;
- Required books, supplies, materials, and equipment when applicable under federal rules; and
- Other charges that meet the federal definition of institutional charges.

Institutional charges do not determine the amount of Title IV aid the student earned.

Amount of Unearned Title IV Aid

The amount of Title IV aid that must be returned is determined by comparing:

1. The amount of Title IV aid that is unearned; and
2. The amount of unearned institutional charges, when applicable.

The amount OBC must return is the lesser of the applicable amounts under the federal R2T4 calculation.

The student may also have a responsibility for an applicable Title IV grant overpayment or other amount resulting from the calculation.

Order of Return of Title IV Funds

When OBC is required to return unearned Title IV funds, returns will be made in accordance with the federally prescribed order of return applicable to the student's aid.

OBC will return funds to the appropriate Title IV programs in the required order and amount, subject to federal limitations. In this order:

1. Loans. Unearned funds returned by the institution, or the student must be credited to outstanding balances on title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which a return of funds is required in the following order:
 - Federal Direct Unsubsidized Loan
 - Federal Direct Subsidized Loan
 - Federal Direct PLUS Loan received on behalf of the student
2. Federal Pell Grant
3. Iraq and Afghanistan Service Grants.
4. Federal SEOG Aid
5. Any other Title IV Program
6. Other Federal, State, Private, or Institutional Student Financial Assistance to the Student.

The Financial Aid Office will document all returns in the student's financial aid record and institutional systems.

OBC's Return of Funds

OBC will return the amount of unearned Title IV funds for which the institution is responsible no later than **45 days after the Date of Determination**.

OBC will not delay a required federal return because of an outstanding balance owed by the student.

Returns will be processed through the appropriate federal systems and institutional accounting procedures.

Student Responsibility for Grant Overpayments

An R2T4 calculation may result in a student grant overpayment.

The student's responsibility will be determined in accordance with applicable federal grant overpayment rules.

Federal regulations provide limitations on the amount of a grant overpayment that a student must return, including applicable protection for small amounts and the statutory limitation on the student's responsibility.

OBC will provide required notifications to students regarding any grant overpayment for which the student is responsible.

OBC Institutional Practice

When permitted by institutional policy, OBC may elect to return a student's remaining grant overpayment on the student's behalf.

Any such payment is an **OBC institutional practice and is not a federal requirement**.

The Financial Aid Office and Accounting Office will document any institutional payment made on behalf of the student.

Post-Withdrawal Disbursements

If a student has earned Title IV funds that were not disbursed before the student's withdrawal, the student may be eligible for a **post-withdrawal disbursement (PWD)**.

OBC will determine whether the student is eligible for a PWD as part of the R2T4 process.

Grant Post-Withdrawal Disbursements

Eligible grant funds may be disbursed as a PWD in accordance with federal requirements.

OBC will apply applicable federal deadlines for:

- Crediting allowable institutional charges;
- Directly disbursing remaining funds to the student; and
- Obtaining required authorization when applicable.

Loan Post-Withdrawal Disbursements

A Direct Loan PWD may only be made when the student meets the applicable federal eligibility requirements.

OBC must obtain the required confirmation from the student or parent, as applicable, before disbursing loan funds that require confirmation.

OBC will provide the required notification and allow the student or parent the applicable 14 day response period.

Updated 9/2026

A loan PWD that is accepted will be processed within the applicable federal timeframe.

Existing Title IV Credit Balance

If a student has a Title IV credit balance at the time of withdrawal, OBC will complete the R2T4 calculation before releasing the credit balance when required.

If the R2T4 calculation results in a return of Title IV funds, OBC will apply the credit balance as required by federal regulations before releasing any remaining balance to the student.

Any remaining Title IV credit balance will be released to the student within the applicable federal timeframe.

OBC will not use a Title IV credit balance to satisfy charges that are not allowable under federal regulations.

Credit Balance Created by the R2T4 Calculation

If the R2T4 calculation creates a Title IV credit balance, OBC will process the credit balance in accordance with federal requirements.

The Financial Aid Office will coordinate with Student Accounts/Accounting to ensure:

- Required Title IV returns are completed;
- Applicable student grant overpayments are addressed;
- The remaining credit balance is accurately calculated; and
- The student receives the remaining credit balance within the required timeframe.

Student Fails to Complete the Payment Period

OBC will maintain procedures to determine whether a student who receives all failing grades actually completed the payment period or withdrew.

If a student earns a passing grade in one or more courses that span the entire payment period, OBC may presume the student completed the period unless other information establishes that the student withdrew.

When necessary, OBC will review attendance records and other appropriate documentation to determine whether an R2T4 calculation is required.

Student Does Not Begin Attendance

A student who does not begin attendance in the courses for which the student was scheduled may not establish eligibility for Title IV funds for those courses.

OBC will review attendance records and take appropriate action when a student fails to establish attendance.

Any Title IV funds received for which the student did not establish eligibility will be handled in accordance with federal requirements.

Documentation Requirements

OBC will maintain documentation supporting:

- The student's withdrawal notification, when applicable;
- Attendance records;
- Last Date of Attendance;
- Date of Determination;
- R2T4 calculation;
- Title IV aid included in the calculation;
- Institutional charges used;

- Amount of earned and unearned aid;
- Amount OBC is required to return;
- Amount returned to each Title IV program;
- Any student grant overpayment;
- Any post-withdrawal disbursement;
- Student/parent authorization when required;
- Required notifications;
- Credit-balance calculations; and
- Any institutional payment made on behalf of a student.

A student's self-certification of attendance is not sufficient by itself when OBC's institutional records are required to establish the withdrawal date. OBC is responsible for determining and documenting the withdrawal date.

Federal R2T4 Timeframes

OBC will comply with the following federal timeframes:

Requirement	Federal Timeframe
Determine withdrawal status at attendance-taking institution	Generally no later than 14 days after LDA
Complete R2T4 calculation	Within 30 days of Date of Determination
Return institutionally owed Title IV funds	Within 45 days of Date of Determination
Offer applicable loan PWD	Within 30 days of Date of Determination
Disburse accepted loan PWD	Within 14 days of PWD Acceptance
Release applicable remaining Title IV credit balance	Within 14 days of credit being generated on student ledger

The Financial Aid Office may establish **shorter internal processing deadlines** to ensure OBC consistently meets federal deadlines.

OBC Internal Processing Standard

To support timely compliance, OBC will make reasonable efforts to:

1. Identify students who have ceased attendance promptly;
2. Confirm the student's LDA from official attendance records;
3. Establish the Date of Determination;
4. Complete the R2T4 calculation;
5. Process required Title IV returns;
6. Process applicable post-withdrawal disbursements;
7. Notify the student of resulting financial aid changes; and
8. Resolve resulting student account balances.

OBC may establish internal processing targets that are shorter than the federal maximum deadlines.

Institutional Refunds and R2T4 Are Separate

A student's institutional refund, tuition obligation, or remaining account balance is not the same as the student's Title IV R2T4 obligation.

The following calculations are separate:

Institutional Refund Calculation

Determines the amount of tuition and other institutional charges that may be refunded under OBC's institutional policy.

Updated 9/2026

Federal R2T4 Calculation

Determines the amount of Title IV aid the student earned and the amount of unearned aid that must be returned.

A student may therefore have:

- An institutional refund;
- A Title IV return;
- A remaining institutional balance;
- A Title IV credit balance; or
- More than one of these at the same time.