

Refunds

All class change requests or withdrawals from the University **must** be made through the **Office of the Registrar**. This must be done by the dates stated in the CU Register.

Students receiving any form of financial assistance who are considering reducing their class load below 12 semester hours should first consult the Director of Financial Assistance.

Refund Drop Policy

When a student decreases the number of hours attempted during a term, a refund may be calculated based upon the official drop day as presented to the Registrar's Office. Credits are based on the tuition charge, not the amount paid. If the student is receiving financial assistance, credits will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student.

Withdrawals from school for any reason during any term must be made by official notification to the Registrar's Office. Failure to attend classes does not cancel enrollment.

The federal refund calculation policy will be used for students who have attended classes at Cumberland University and are receiving Title IV financial assistance. Withdrawals after the first day of classes will be calculated based on the number of days the student completes in the enrollment period. Withdrawal will be effective from the date which formal application for withdrawal is filed with the Registrar. The policy for Fall is as follows:

- The last day to register or add a class is Friday, September 2, 2011.
- The last day to drop a class with a grade of "W" is Monday, September 19, 2011.
- The last day to drop a class and receive a grade of "WP" or "WF" is Friday, October 28, 2011.
- Withdrawing from school on or before August 31, 2011, you will receive a full refund.
 - Withdrawing from school you will receive a 50% refund (September 1-15, 2011). Students are responsible for 50% of tuition and fees.
 - Withdrawing from school, students are responsible for 75% of tuition and fees (September 16-October 28, 2011).
 - After October 28, 2011, no refunds will be given. Students are responsible for 100% of tuition and fees.
 - If the student has a book and it is not returned by the appropriate time, the student is responsible for 100% of the cost of the book.

Refund or credit on account of residence hall after registration must be approved by the Vice President of Administration. Refunds will be granted on a pro-rata basis when the student is to withdraw from the residence hall for personal medical reason confirmed by a licensed physician, or at the request of Cumberland University management personnel for other than disciplinary reasons. No refund will be made other than under the above circumstances.

How to Apply for Financial Assistance

1. Financial Assistance is awarded on a first-come, first-served basis. The priority deadline at Cumberland University is February 1. Students filing applications after that date will be considered on a funds-available basis. The student must apply and be accepted for admission to Cumberland University. All applicants must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed and submitted on the internet at www.FAFSA.gov. To complete the form,

students should refer to their personal and/or parents' Federal income tax returns for the preceding year. Assistance in completing the forms is available through the Office of Student Financial Services.

2. Due to changes in Federal guidelines and individual financial status students must reapply each year.

Eligibility Requirements

Applicants for aid under Federal programs such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study, and Federal Direct Loan Program(s) must meet the following criteria:

1. Students must be U.S. citizens, national or permanent residents.
2. Students must be enrolled on at least a half-time basis (six hours) in a regular degree-seeking program.
3. Students may not be in default on any student loan or be obligated to pay a refund to any Federal aid program received at any institution.
4. Recipients must maintain —satisfactory academic progress|| in their chosen course of study. The following standards of progress are used to determine good standing:

Students must, at a minimum, complete the requirement for cumulative credit hours for which they receive Federal student financial assistance payments as follows:

0 - 29 semester hours attempted 1.50 GPA

30-59 semester hours attempted 1.80 GPA

60 + semester hours attempted 2.00 GPA

Only course work taken at Cumberland University is used to calculate satisfactory academic process. Grades will be reviewed at the end of each semester.

5. An applicant must be an undergraduate student who has not previously received a Bachelor's degree. Graduate students may apply for financial assistance from the Federal Perkins Loan and Federal Stafford programs.

6. An applicant must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA).

Financial Assistance Probation

Students who fail to meet any of the satisfactory academic progress standards will be placed on financial assistance probation for their next term of enrollment. Students on academic probation are automatically on financial assistance probation.

A student on financial assistance probation who fails to meet the standards of progress in his/her probation term of enrollment will not be able to receive additional financial assistance until such time as he/she meets the standards for removal from financial assistance probation. All awards are subject to cancellation if the recipient is negligent in performing duties, careless in conduct, or fails to comply fully with the policies of the University.

Students placed on financial assistance probation or removed from financial assistance may appeal that decision to the Director of Student Financial Services. The appeal must be prepared in writing. Reasons for consideration include the following: (1) serious illness or accident to the student (will normally require a medical statement from a physician); or (2) death, serious illness, or injury in the immediate family. Other extenuating circumstances may be acceptable and will be considered by the University. 33

Financial Assistance Suspension

Students placed on academic suspension are automatically placed on Financial Assistance suspension. Students who appeal to have their academic suspension lifted and the appeal is granted are still not eligible to receive financial assistance until they have completed the minimum of one semester and have achieved academic good standing. Students may appeal their financial assistance suspension. See procedures under Probation.

Satisfactory Academic Progress

To maintain eligibility, financial assistance recipients of Title IV funds are required to maintain satisfactory academic progress as outlined in the Policies and Procedures leaflet that accompanies the Cumberland University Financial Assistance Award Letter. Students should note that this standard may differ from the “good standing” policy of the University.

Notification

Determination of type and amount of financial assistance will be made by the Department Head of Student Financial Services. This determination will take into consideration the applicant’s need as established by need analysis and the programs for which the applicant qualifies.

1. Students whose financial assistance files are complete before the priority deadline of February 1 will be given priority over those applying after that date.
2. Qualified applicants receive notice of their award by the Cumberland University Financial Assistance Award Letter. Financial assistance is awarded for the entire academic year, but is subject to rescission if a student fails to meet eligibility criteria for the second semester of the aware year.
3. Students may accept or decline the different sources which encompass their financial assistance package. For those who decline any portion, the University will not replace the source with monies from other programs.
4. Financial assistance awards are not credited to the student’s account until the student enrolls for the semester(s) for which the award has been made.
5. Awards of Federal and state monies are subject to funding by the government.
6. Students who receive Federal money and withdraw from the University may be required to repay part of the Title IV monies.

Return of Federal Financial Assistance

When a student who has received Federal financial assistance (Pell Grants, FSEOG Grants, Federal Perkins Loans, Federal Direct Stafford Loans or Federal Direct Parent Loans for Undergraduates) fully withdraws from the University, the unearned portion of the aid must be returned to the program. The unearned portion is calculated up to the first 60% of the enrollment period. The calculations are made on a pro-rata basis, based upon the total enrollment period. The Federal government has set the order in which unearned aid must be returned to the programs. Students should note that the requirement to return the unearned portion of Federal financial assistance might leave them owing a balance due to Cumberland University.

The order of distribution for refunds is as follows:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Federal Pell Grants
- Academic Competitiveness Grants

National Smart Grants
Federal Supplemental Educational Opportunity Grants (FSEOG)
Other Title IV aid
Other Federal sources
State, private or institutional aid