



NUETA HIDATSA SAHNISH COLLEGE

INSTITUTIONAL REFUND POLICY

Updated October 2018

“Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation.”

Financial Responsibility

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

INSTITUTIONAL REFUND POLICY

NHSC shall use the census date (the third Friday of each fall and spring semester) for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6th scheduled class day after classes begin.

When the total of financial assistance exceeds the amount of the semester bill, a student may be eligible to receive a refund in the form of an electronic deposit or paper check. Refunds resulting from the crediting of Title IV funds will be automatically generated within time frames as required by federal regulations. For all other refunds, students can choose to leave the credit on the account to apply to a future term or request a refund.

No Show and Official/Unofficial Withdrawals

A student, who does not attend any classes for any of his courses in the first three weeks (before the census date), will be withdrawn from all his courses and considered a “no show.” The student will be charged a no show fee of \$25, is responsible for any purchases from the bookstore, and a 100% refund for tuition paid will be issued for the classes not attended.

Students may return books (no later than mid-term) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped. If a student attends any class, s/he will be considered to be enrolled in all courses registered in during that term.

A refund is different from a disbursement. A refund is generated after all allowable institutional charges are deducted from your disbursement. The Business Office will refund the remaining credit via Electronic Fund Transfer (EFT) or paper check. Disbursement and refunds do not occur on the same day.

Outside scholarships will not be credited to a student's account until the check arrives at the college. Scholarship balance refunds are issued to students according to the donor's specifications.

Refund Schedule for Federal Aid

- **Fall Semester**
 - Pell Grant refund - 14 days after Census Date (11th class day)
- **Spring Semester**
 - Pell Grant refund - 14 days after Census Date (11th class day)
- **Summer Semester**
 - Pell Grant refund - 14 days after Census Date (5th class day)

Withdrawal Refund

Withdrawing from a semester occurs with a student who wishes to withdraw completely from NHSC for the semester.

Refunds are determined as outlined in the Institutional Tuition Refund Policy schedule. This procedure allows students to withdraw to zero credits for the term. Withdrawals submitted after the deadline will be not processed and will result in earned grades.

The student must complete the withdrawal process for all courses that are not yet graded and must follow the course drop/withdrawal policy.

The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.

The date the student is officially withdrawn will determine the tuition refund.

Students are not eligible for refunds beyond the 60% period of the term.

A refund will be processed for room and board contracts based on the move out date.

Completed room move out forms must be submitted to the Business Office before any refund will be processed.

Refunds

Institutional Tuition refund schedule

- 100% refund up thru 8.999% of the class length
- 75% refund from 9.0% thru 34.999% of the class length
- 50% refund from 35.0% thru 59.999% of the class length
- 0% refund from 60.0% thru 100% of the class length

Pell Recalculation/Calculating Refunds When a Student Completely Withdraws

Note: NHSC is on HCM2 reimbursement status but return to Title IV calculations still need to be completed for all withdrawals and submitted with documents for reimbursement of Title IV funds.

Undergraduate students eligible for the Federal Pell Grant who make enrollment changes during the semester may be subject to Pell Recalculation, which requires an adjustment to the Federal Pell Grant based on the change in the student's enrollment.

The Pell Recalculation Dates for each semester are determined based on the dates and deadlines for each session within the semester; including the 15-week session and any block classes, as well.

- If you receive a refund from NHSC and subsequently change your enrollment, you may be required to repay all or a portion of the refund in addition to charges incurred as a result of your change in financial aid eligibility.
- Whether or not you receive a tuition and fee refund has no bearing on the amount you may be required to repay.

Books/Book Refund Policy

A list of required books for each course can also be found on the NHSC website in each semester schedule of classes. Students can purchase books from our NHSC Book Store or from other sources. We recommend that you check with your course instructor, before you purchase books elsewhere to determine if any changes have been made in book requirements.

If a student drops any course or courses by the end of the last day to change classes, then the student will not be charged for that course or those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the amount refunded for books and, in the case of a class being cancelled, no tuition or fees will be charged to a student for a cancelled class.

The above policy applies to ALL courses regardless of when they actually begin and also applies to students who do not officially withdraw from all their classes.