



## General Student Refund Policy

The tuition and fees paid by an applicant shall be refunded in full if the applicant is rejected by the school or is unable to obtain an international student visa before enrollment. If the school cancels a program subsequent to a student's enrollment, the school shall refund all tuition and fees. The application fee, of not more than \$25.00, will be retained by the school. If an accepted applicant cancels his or her enrollment prior to the start of scheduled classes or never attends class (no-show), SMAT will refund all monies paid less the \$25 application fee and if applicable, any incurred expenses as stated in the paragraph below.

### Specific Refund Policy – Maintenance and Flight Training Enrollment

Upon entering a SMAT program, the student becomes financially obligated for the full cost of the program; however, as the result of a possible withdrawal or termination, the student may be eligible for a refund in accordance with the SMAT refund policy and formula calculations. A refund of Title IV federal funds will be calculated and applied if the student withdraws from the program before the 50-percent-point-in-time (50%) of the program enrollment period. Such student may also receive a refund of non-federal funding sources through SMAT's refund policy. Students not receiving federal aid will have their refund calculated using SMAT's refund policy.

If the student has prepaid funds in a student account with the school, these funds will be returned to the student within 30 calendar days of the student's last day of attendance according to the following refund policy:

- a. If a student withdraws or has enrollment terminated within the first 5 class days (40 clock hours) into the training program, SMAT will retain \$1,000. Any amount greater than \$1,000 in the student's account will be refunded in full.
- b. If a student withdraws or has enrollment terminated after the first 5 days (40 clock hours) and prior to 50% point-in-time of the current program enrollment period, a student will receive a pro-rata refund equal to 90% of the unearned hours unattended in the period. SMAT will retain 10% of the unearned tuition for the program enrollment period up to a maximum of \$1,000.
- c. If a student withdraws after 50% point-in-time of the full program enrollment period, the institution will retain the full program tuition amount.
- d. All refunds as a result of official or unofficial withdrawal will be calculated using the withdrawal date (last date of attendance), and paid to the student within 30 calendar days of the last day of attendance.

### Other Incurred Expenses

All incurred costs, such as books, supplies, equipment, rentals and any similar charges that may be included in the cost of attendance will be deducted from the student's account prior to computing a refund. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the program enrollment period for which the student is responsible.

### Return or Refund of Title IV Funds

SMAT has designed the following policies and procedures to ensure proper accountability when a student is over-awarded or leaves school with a remaining balance on his/her account.

All financial aid (Title IV) recipients who withdraw and have completed 50% or less of the enrollment period, are subject to the federal refund regulations per 34CFR 667.682-685. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds “earned” by the student at the time of withdrawal. The following calculation will be used in order to determine whether Title IV funds must be returned:

1. To determine the percentage of clock-hours completed during the enrollment period, divide the number of calendar days attended in the enrollment period by the total number of calendar days in the enrollment period.
2. Determine the net amount of Title IV funds disbursed, along with the amount which could have been disbursed for the period of enrollment, and multiply it by the computed percentage. The result is the amount of “earned” Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
4. As specified by law, unearned aid is allocated back to Title IV loan programs in the following order:
  - a. Federal Direct Unsubsidized Loan Program
  - b. Federal Direct Subsidized Loan Program
  - c. Federal Direct PLUS Program
5. If excess funds remain after repaying all outstanding loan amounts, the remaining amount shall be credited in the following order:
  - a. Federal Pell Grant Program
  - b. Other assistance awarded under Title IV for which return of funds is required.

Note: the above calculation may result in the student owing SMAT based on the ACCET approved refund policy.

If a student has received a Pell Grant award in an amount less than the amount earned, SMAT will make an additional disbursement if the student has met all eligibility requirements. SMAT will credit a student's account with a post-withdrawal disbursement for current tuition and fees. Earned funds in excess of tuition and fees will be paid to the student. SMAT will send notification about the post-withdrawal disbursement to the student no later than 30 calendar days after the date the financial aid office determines the student withdrew and the funds will be disbursed to the student within 45 days of the withdrawal date. If the student has accepted a Federal Direct Loan, the loan money will be disbursed within 180 calendar days of the date of withdrawal. If the student cannot be located, or refuses the funds according to a written and signed statement, the funds will then be returned to the Federal Pell Grant program.

If a student has received a Pell Grant payment in an amount greater than the amount earned, SMAT, the student, or both, are obligated to return the unearned funds. When Pell Grant funds must be returned, SMAT, as well as the student, bears the responsibility for returning the funds. Whatever funds are not returned by the school must be returned by the student. The student's repayment obligation is determined after the school's share is calculated. SMAT will return all unearned funds within 30 days from the date the financial aid office determines the student withdrew. SMAT will return its portion to the Federal Pell Grant program by: 1) reducing a future draw from the Department of Education G5 aid management system; 2) authorizing an electronic transfer payment through the G5 system; or, 3) sending a check by certified mail.

If it is determined that a student also has an obligation to repay an amount to the Federal Pell Grant program, SMAT will notify the student of such within 30 days from the officially determined date of withdrawal. The notification will inform the student that:

1. The student is required to repay an amount to the Federal Pell Grant program.
2. The student should contact the school to discuss his/her options.
3. The student's eligibility for further Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent, or was required to send, notification to the student.
4. There are two positive actions a student may take to extend eligibility for Title IV funds:
  - a. The student may repay the amount owed in full to the school within 45 days.
  - b. The student may sign a repayment or loan consolidation agreement with the Department of Education.

If the student fails to take one of these positive actions during the 45-day period, the student's overpayment will be reported to NSLDS (National Student Loan Data System) and referred to the Department of Education for collection.

### **Procedures**

The student must notify SMAT in writing that he or she has chosen to withdraw from the program. In the event that a student is dismissed from the program, the program director and president/CEO will notify the student in writing about the school's decision to terminate enrollment. The student has a right to appeal the school's decision.

Upon receiving notification from a student that he or she will be discontinuing enrollment at SMAT, or if an administrative decision is made to terminate the enrollment of a student, the president/CEO will identify the date of determination and the last day of enrollment for the student. The president/CEO will also determine into which of the specific refund categories the particular case fits.

In most cases, the associated program director will be involved in the withdrawal decision and/or notification. The president/CEO must verify that the program director is aware of the student withdrawal.

The president/CEO will notify the finance director and administrative assistant of the withdrawal.

The finance director will complete a student withdrawal refund calculation using the approved refund worksheet.

The finance director will notify the financial aid administrator when a student who is receiving federal financial aid withdraws from the program. The finance director and financial aid administrator will work together to verify that all financial aid money is properly returned and accounted for.

The finance director will complete all required paperwork and refund calculations for any student who was receiving Title IV financial aid at the time of withdrawal using the formulas and worksheets provided by the U.S. Department of Education Federal Student Aid office.

The finance director will verify that all necessary funds have been returned to the Department of

Education Federal Student Aid office in the timeframe required by the Title IV program. The institution is responsible to return funds to the Federal Student Aid office regardless of status of receipt of funds from the student.

The finance director will prepare a refund check and provide it to the student within the timeframe of the policy if a refund is due.

The finance director will notify the student if money is still owed to SMAT and/or Title IV Federal Student Aid after the refund calculation is complete. The finance director, president/CEO and the student will work together to establish a payment plan for any balance owed by the student if the student is unable to make payment at the time of notification.

The administrative assistant will verify that student records are updated to reflect the student withdrawal.

<b>Aviation Maintenance Technology Program Student Refund Calculation Form 2017-2018</b>			
1	Date of Determination		1/12/2018
	School of Missionary Aviation Technology		
	84 E. Sprague Rd.		
	Ionia, MI 48846		
	P. 616.527.4160 F. 616.527.4180		
	Note: The following refund computation reflects the pro-rata refund policy for AMT students		
2	Name of Student	Ima Student	
	Program Start Date		8/25/2017
	Program Scheduled End Date		8/20/2018
3	Date of Withdrawal or Termination		1/12/2018
4	Tuition and Lab Fees for program enrollment period		\$ 23,958.00
5	Program Enrollment Hours Scheduled		1900
6	Earned Hours Attended	728	38.32%
7	Unearned Hours Unattended	1172	61.68%
	(through end of current financial obligation period)		
8	Amount owed for earned hours attended		\$ 9,179.70
9	Pro-rata amount owed for unearned hours unattended (max \$1,000)		\$ 1,000.00
10	Calculated tuition and fees owed through last date of attendance		\$ 10,179.70
	(line 9 + line 10)		
11	Total amount non-refundable items		\$ 125.00
12	Total owed by student		\$ 10,304.70
13	Total amount received from student through withdrawal date		\$ 12,154.00
14	Total Student refund or (amount owed to SMAT)		\$ 1,849.30
15	<input type="checkbox"/> Method of Refund:	<input type="checkbox"/> Check to student	Check #
	<input type="checkbox"/> Refund to loan program	<input type="checkbox"/> Refund to credit card	
	<input type="checkbox"/> Refund to Title IV program		
	Notes		
	Date of Refund		1/30/2018

\*other incurred expense could include books, used supplies received, etc.

Aviation Flight Training Program Student Refund Calculation Form 2017-2018					
1	Date of Determination				12/23/2017
	School of Missionary Aviation Technology 84 E. Sprague Rd. Ionia, MI 48846 P. 616.527.4160 F. 616.527.4180				
	Note: The following refund computation reflects the pro-rated refund policy for flight students as stated in the catalog under the section entitled Specific Refund Policy after 5 days (40 clock hours) following the start of class				
2	Name of Student	Ima Student			
	Program Start Date				8/25/2017
	Program Scheduled End Date				8/20/2018
3	Date of Withdrawal or Termination				12/23/2017
4	Total Tuition and Fees for program enrollment period				\$54,985.00
Flight/Ground Instruction Hours Earned					
	<b>Plane</b>	<b>Cost/hr</b>		<b>Earned</b>	<b>Total cost</b>
5	Ground School	\$ 10.00		185	\$ 1,850.00
6	Cessna 172	\$ 125.00		67.8	\$ 8,475.00
	Cessna 172RG	\$ 150.00		0	\$ -
	Cessna 206	\$ 215.00		16	\$ 3,440.00
	Simulator	\$ 25.00		0	\$ -
7	Dual	\$ 50.00		61.4	\$ 3,070.00
8	<b>Amount owed for earned hours attended</b>				<b>\$ 16,835.00</b>
9	<b>*Additional fees for goods or services received</b>				<b>\$ 1,125.00</b>
10	Pro-rata amount owed for unearned hours unattended (max \$1,000)				<b>\$ 1,000.00</b>
11	Total owed by student (Sum of items 8-10)				<b>\$ 18,960.00</b>
12	Total amount received from student through last date attended				<b>\$ 27,492.50</b>
13	Total Student refund or (amount owed to SMAT) (Item 13 minus 12)				<b>\$ 8,532.50</b>
14	Method of Refund:	<input checked="" type="checkbox"/>	Check to student	Check #	
	<input type="checkbox"/>	Refund to loan program	<input type="checkbox"/>	Refund to credit card	
	<input type="checkbox"/>	Refund to Title IV program			
	<input type="checkbox"/>	Other Excludes second FSA disbursement			
15	Date of Refund				

\* See attached worksheet for additional fees