



Columbia College Hollywood uniformly applies the following refund policies to all students enrolled in all academic programs on campus and online and reserves the right to modify these policies to remain in compliance with any changes in applicable laws, regulations, and standards of accreditation. If a student's home state requires a state-specific refund policy, Columbia College Hollywood will apply provisions of the state-specific refund policy or the college's institutional policy that are most financially beneficial to the student.

STUDENT'S RIGHT TO CANCEL

A newly matriculated student has the right to cancel enrollment in a program of instruction at Columbia College Hollywood and receive an enrollment cancellation refund at any time prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance.

To cancel an enrollment agreement, a newly matriculated student must submit a written notice of enrollment cancellation to the Registrar in person, by electronic mail, or by standard mail prior to 5:00 p.m. PST on the seventh (7th) calendar day of the student's first term of attendance. The date of enrollment cancellation is defined as the date of receipt of the written notice. If the written notice of enrollment cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked. It is the student's responsibility to ensure the enrollment cancellation process is completed to qualify for an enrollment cancellation refund. After the enrollment cancellation deadline in a student's first term attendance, no cancellations are allowed.

Administrative Enrollment Cancellation

In the first term of enrollment, if a newly matriculated student attends a class session for a course in the first seven (7) calendar days of the student's first term of attendance prior to the *Drop without a 'W'* deadline but fails to attend any and all class sessions for all enrolled courses for 14 consecutive calendar days thereafter, the college will recognize that the student, after a trial period and without giving written notice, does not intend to pursue a degree at Columbia College Hollywood. The student's enrollment will be administratively cancelled, all courses will be dropped, and the student will be recorded as an Enrollment Cancellation in the college's records. All Title IV funds, grants, and applicable charges will be returned.

WITHDRAWAL REFUNDS

Withdrawal from All Registered Courses

A student who officially withdraws or is administratively dismissed from all registered courses may qualify for a pro rata refund as determined by the date of withdrawal or dismissal. A student who submits drop/withdrawal requests for all registered courses and officially withdraws from the term prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term is entitled to a full 100% refund of tuition paid for that term or payment period.

To qualify for a full 100% tuition refund, the student must submit a written drop/withdrawal request to the Student Services department in person, by electronic mail, or by standard mail and officially drop all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* for the term. Drop/withdrawal request forms are available in the Registrar's Office.

A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing less than 60% of the scheduled hours in that academic term or payment period is entitled to a pro-rata refund of tuition paid for that term based on the last date of recorded attendance.

- A student who officially withdraws, is administratively dismissed, or cancels enrollment from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term qualifies for a full 100% refund of tuition paid for that term.
- A student who officially withdraws or is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% or more of the scheduled hours in the term qualifies for a pro-rata refund of tuition paid for that term.



If a student officially withdraws or is administratively dismissed from all registered courses in an academic term and withdrawal or dismissal from any registered course occurs after completing 60% or more of the scheduled hours in the term, tuition is considered fully earned by the college, and there is no refund.

Withdrawal from an Individual Course

The deadline to drop an individual course and receive a tuition refund for the course is 5:00 pm on the published *Drop without a 'W'* deadline.

- A student who submits a drop/withdrawal request for an individual course prior to 5:00 pm PST on the published *Drop without a 'W'* deadline is entitled to a full 100% tuition refund for the course.
- If a student submits a drop/withdrawal request or stops attending an individual course after the published *Drop without a 'W'* deadline, there is no refund.

Involuntary Administrative Dismissals

A student may be administratively dismissed from all registered courses for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, accumulation of unexcused absences in all registered courses in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.

If a student is administratively dismissed from all registered courses, eligibility for a tuition refund is determined by the date of administrative dismissal or the last date of recorded attendance, whichever is later.

- If a student is administratively dismissed from all registered courses prior to 5:00 pm PST on the published *Drop without a 'W'* deadline for the term, the student is entitled to a full 100% refund of tuition paid for the term.
- If a student is administratively dismissed from all registered courses after the published *Drop without a 'W'* deadline and prior to completing 60% of the scheduled hours in the term, the student qualifies for a pro-rata refund of all tuition paid for that term.
- If a student is administratively dismissed from all registered courses after completing 60% or more of the scheduled hours in the term, the student qualifies for no tuition refund.
- If a student is administratively dismissed from an individual course or courses after the published *Drop without a 'W'* deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no pro-rata refund for withdrawal from individual courses.

HOW REFUNDS ARE CALCULATED

For the purposes of determining a tuition refund, the date of withdrawal shall be deemed the last date of recorded attendance, the date of enrollment cancellation, or the date of official withdrawal or dismissal, whichever is later. Full 100% tuition refunds are calculated for enrollment cancellations and official withdrawals and dismissals from all registered courses prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline only. Pro rata tuition refunds are calculated only for official withdrawal or administrative dismissal from all registered courses after the published *Drop Without a 'W'* deadline and prior to completing 60% or the scheduled hours in the term. A student who withdraws from any registered course after completing 60% or more of the scheduled hours in the term receives no tuition refund.

A student will be deemed withdrawn or dismissed from the college and all registered courses when any of the following occurs:

- A newly matriculated student submits a written notice of enrollment cancellation to the Student Services Department in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the published *Drop Without a 'W'* deadline in the first term of enrollment.
- A newly matriculated student fails to attend classes for 14 consecutive calendar days after the published *Drop Without a 'W'* deadline in the first term of enrollment.
- A returning student submits a written notice of withdrawal to the Student Services Department in person, by electronic mail, or by standard mail prior to 5:00 pm PST on the *Withdraw with a 'W'* deadline.



- A student is administratively dismissed from the college for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, violation of the college's Attendance Policy, including accumulation of unexcused absences in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.
- A student fails to return from a Standard Period of Non-Enrollment or leave of absence.

Upon withdrawal or dismissal from all registered courses prior to completing 60% of the scheduled hours in any enrolled term, the total refund amount is calculated as the daily charge for the term (the total tuition charged for the enrolled term divided by the number of days in the term) multiplied by the number of days in the term that the student attended or was scheduled to attend prior to the date of withdrawal or dismissal.

Deductions from that amount include administrative fees not to exceed \$250 and replacement costs for college-owned equipment not returned in good condition. Tuition is considered fully earned by the college when a student has completed 60% or more of the scheduled hours in an academic term or period of enrollment.

A student account with an outstanding debt for 120 calendar days or longer will be sent to an outside collection agency. Collection costs including attorney's fees, court costs, agency commissions, and other assessments incurred to collect the unpaid account balance will be added to the student account balance. Banking fees such as, but not limited to, returned check fees or wire transfer fees are added to the student's liability in all cases.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount shall be paid to the student. A student who has received federal student financial aid funds is entitled to a refund of moneys not paid from federal student financial aid program funds. All refunds will be paid within 45 calendar days of the last date of recorded attendance.

2022-2023 REFUND CALENDAR

Date	Deadline/Date Description	Refund Due
FALL 2022 – Classes begin Monday, August 15, 2022		
August 22	New Students Only: Last day to cancel enrollment	100% less \$250
August 22	Last day to drop ALL COURSES for a full refund	100%
August 22	Last day to drop an individual course for a refund	100%
October 16	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata
SPRING 2023 – Classes begin Monday, January 9, 2023		
January 15	New Students Only: Last day to cancel enrollment	100% less \$250
January 15	Last day to drop ALL COURSES for a full refund	100%
January 15	Last day to drop an individual course for a refund	100%
March 19	Last Day to withdraw from ALL COURSES for a pro-rata refund	Pro-rata

RETURN OF TITLE IV FUNDS

The law specifies how the college must determine the amount of Title IV program assistance that has been earned if a student withdraws or is dismissed from school. The Financial Aid Department will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws or is dismissed from a program.



This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

It is highly recommended that the student meet with a Financial Aid Officer prior to withdrawing to gain an understanding of the implications of withdrawal. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the term before the student withdrew or was dismissed to the total number of days in the term. Once the unearned portion of the return of funds has been calculated, the Financial Aid Department will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew or was dismissed. Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant

A recipient of federal student aid who officially withdraws or is administratively dismissed from the college will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

POST-WITHDRAWAL DISBURSEMENTS

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student.

The college has 30 days from the determined date of withdrawal or dismissal to offer the post-withdrawal disbursement of a loan to the student (or the parent, in the case of a PLUS loan). The student (or parent) has 14 days from the date the college sent the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the college will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the post withdrawal disbursement notification.