

Refunds and Repayments

Policy

A student who plans to withdraw and/or request a leave of absence from PGSP, after registering and paying fees for the quarter, should complete either a Withdrawal or a Leave of Absence form. These forms are available at www.pgsp.edu. The student must sign and date the original and obtain the advisor and program chair authorization. The forms are then submitted to the Registrar's Office. It is also important that you inform the financial aid office staff of your plans.

Students with loans who withdraw entirely from PGSP before the first day of instruction and have not received a refund will have their loan funds returned to the lender. Students with loans who withdraw entirely from PGSP before the first day of instruction and have not received a refund will have their loan funds returned to the lender.

Students who drop a class before it starts but have already received financial aid for the class may be required to repay some, or all, of their financial aid.

Audited classes are not eligible for financial aid.

Students who have financial aid and withdraw from all classes, before completing 60.1% of the term, may be required to repay a percentage of their financial aid. A student could be eligible to keep only a portion of financial aid, based on the percentage of time attended for the current quarter. As an example, we will assume that the Fall Term is 81 calendar days in length. If the student dropped all classes during days 1 through 46 of the 81 day quarter, the student may be required to send money for that quarter back to the Department of Education. If all classes were dropped on calendar day 47 or later in the 81 day quarter, the student would not have to return federal financial aid to the Department of Education for that quarter.

Students, with no federal financial aid, withdrawing from a class or classes may be eligible for a refund. Refunds are based on the date the Registrar's Office received official notification of withdrawal, not the date the student stopped attending classes. Students withdrawing after the refund period are responsible for 100% of tuition and fees.

Date the Student Last Attended Classes	Refund Calculation Rate
Through the first week of the quarter	100%
During the second week of the quarter	90%
During the third week of the quarter	80%
During the fourth week of the quarter	70%
During the fifth week of the quarter	60%
During the sixth week of the quarter	50%

Procedure

Calculation of the “Return of Unearned Federal (TitleIV) Aid” for Financial Aid Recipients

When a recipient of financial aid withdraws, PGSP must calculate the amount of financial aid that has been “earned” prior to the withdrawal date.

Any federal Title IV aid received in excess of the amount earned is considered to be “unearned,” and must be returned to the federal program from which it was awarded.

The responsibility of returning unearned aid is jointly shared by PGSP and by the student.

The amount of financial aid that has been earned is determined by calculating the number of calendar days attended before the withdrawal date, divided by the total number of calendar days in the quarter (first day of classes until the last day of finals, excluding breaks of greater than five days). Once the earned and unearned percentages are calculated, the dollar amount of “unearned” federal Title IV aid is determined. When the 60.1%, or greater, point of time in the term has been reached the return of unearned aid to the Department of Education is no longer required.

Federal aid at PGSP for Return to Title IV purposes may include federal grants, state grants, the Federal Stafford Student Loan and PLUS Loan programs.

In almost all instances, the amount of the fee refund will be less than the amount that must be returned as “unearned” aid. A portion of this “unearned” aid is paid back by PGSP during the refund procedure. Any repayment by PGSP of the refund amount is first credited toward the total federal aid awarded for the same time period. If the refund amount is less than the calculation of the “unearned” aid, the student is responsible for paying the difference between the amount of the refund and the total “unearned” aid calculation. The school will inform the student, in writing, should this situation arise. Failure to repay funds may result in the student being ineligible for additional federal loans or grants.

The formulas for repayment are mandated by the Higher Education Amendments of 1998 for implementation in the Fall 2000 and subsequent years.

Leave of Absence for Financial Aid Purposes

A student who discontinues study with the intention of resuming study during a later quarter should file a Leave of Absence Request Form (available at www.pgsp.edu). These forms must be completed, signed and dated by the student. The forms must then be approved by the student’s Advisor and Program Chair. Typically grounds for a leave of absence include medical or psychological problems; arrival of a child, during the term in which the child arrives and/or the term following; and compelling personal reasons.

During a leave, for PGSP purposes, students are considered enrolled. The leave does not extend the period of time to advance to candidacy (five years from the beginning of the first quarter matriculated) and/or to graduate (ten years from the beginning of the first quarter matriculated, or five years from advancement to candidacy, whichever is less).

For federal financial aid purposes a Leave of Absence may be no longer than 180 days even if the school approves a longer period of time. Students not resuming at last half-time attendance at the conclusion of 180 days or who have indicated they will not return before the 180 days must be reported to their lenders as withdrawn from the program as of the last day of attendance. *Students should realize that after 180 days a standard six month grace period will have expired. The student will go into repayment status for these student loans even though the school may consider the student still on an approved Leave of Absence.* Students returning to study on at least half-time status may request an In School Deferment Form from their lender or Guarantor. Deferment forms are usually specific to a lender. Make sure you have the proper form generally available by download from the guarantor's web site. Complete, sign and date the student section, and send the form (along with a mailing address for the lender or lender's agent) for processing to the Registrar, PGSP, 405 Broadway Street, Redwood City, CA 94063.

Process Overview & Applicability

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Withdrawal Date

At PGSP the Registrar receives and processes the Withdrawal forms. It is the Registrar that determines the official date of withdrawal. This is the date the rest of the school uses for processing.

For further information or policy assistance please contact:

Controller's Office
650-421-4844