



Federal Title IV Refund Policy

Any student who is attending MCC for the first time and is receiving student financial assistance under the Federal Title IV Programs may be entitled to a pro-rata refund **if they completely withdraw from their program.** The pro-rata refund shall be that portion of tuition and fees assessed the student by the institution, in accordance with the Board of Trustees established tuition and fee rates which are proportional to the weeks of the semester remaining on the last day of attendance as measured from the week of withdrawal, compared to the total weeks in the semester. No refund will be made from the point where 60 percent of the semester has passed. The refund shall be less an administrative fee that is not to exceed the lesser of five percent of the tuition, fees and other charges assessed the student, or \$100.00.

For other than the first-time student who is receiving student financial assistance under the federal Title IV Programs, the Federal Refund Policy mandates the percentage of institutional charges that must be refunded as follows:

- Withdrawal on the first day of class – **100% refund** of institutional charges (less the permitted administrative fee of the lesser of \$100 or 5% of institutional charges).
- Withdrawal from classes after the first day of class through the first 10% of the enrollment period – **90% refund** of institutional charge.
- Withdrawal from classes after the first 25% of the enrollment period through the first 50% of the enrollment period – **25% refund** of institutional charges.

No refund will be made from the point where 50% of the semester has passed. The refund shall be less an administrative fee not to exceed the lesser of \$100 or 5% of the tuition, fees and other charges assessed the student. Refunds on behalf of SFA recipients must be distributed as follows: Federal Perkins Loans, Federal Pell Grants, FSEOG, and other SFA Programs, and other federal, state, or institutional sources of aid.