

# BILLING

## Billing Information

New students will receive a credit on their first semester bill for their admission deposit. Credit for grant and scholarship assistance will be reflected on tuition invoices in equal amounts for the fall and spring semesters. Loan assistance must be applied for and students will receive equal credit each semester for the net proceeds (after any lender fees) of parent and/or student loans.

Students will receive payment bi-weekly when working on campus.

Students who do not return library materials by the due date are charged fees to their tuition accounts. In addition, students in certain laboratory courses are charged at the end of the semester or year for losses and breakage of laboratory apparatus.

Students enrolling in any of the off-campus study programs will be charged the current Wabash College tuition for the semester as well as a \$1,000 off-campus fee for each semester they are off campus. Accommodation charges (Housing & Food) are payable by the student directly to the program.

Under special circumstances, students may be permitted to register for less than a normal full-time course of study (i.e., part-time). These students are charged a \$50 registration fee, plus 1/3 of total tuition per semester per course credit.

All students are required to live on campus, either in a fraternity or dormitory.

## Payment of Fees

The Wabash College Business Office prepares invoices for the fall semester to be available online by June 15 with payment due on August 1, and on November 15 for the spring semester with payment due on December 31. Students may view their invoice online at [webservice.wabash.edu/Student](https://webservice.wabash.edu/Student) (<https://webservice.wabash.edu/Student/>). Students may give access (we call this "person proxy") to their invoice to parents or other interested parties at [webservice.wabash.edu/Student](https://webservice.wabash.edu/Student). (<https://webservice.wabash.edu/Student/>)

Students are required to confirm registration by August 1 for the fall semester and December 31 for the spring semester. Registration is considered confirmed when a student is in good standing with the Business Office – meaning he has a paid tuition invoice or has a satisfactory payment arrangement established with the Business Office, including having all financial aid in place. Students who fail to confirm registration by these dates will have their registrations cancelled from all classes for the applicable semester.

Once a student who has been de-registered confirms his registration, a \$125 re-registration fee will be assessed and the student will be allowed to register for classes again. Please note that a student who is de-registered from any course with an active waitlist may be unable to regain that seat in the course even after registration is confirmed, if that seat has been claimed by a waitlisted student.

Wabash accepts payments online via debit card, credit card or electronic check at [www.wabash.edu/businessoffice](http://www.wabash.edu/businessoffice).

For the convenience of those persons who prefer to pay the fees in monthly installments, the College offers 4 and 5-month payment plans

each semester with a fee of \$35 per semester. After July 1, students and families may enroll in a payment plan on the Student Finance tab on Wabash Self-Service. Students with current payment plans will not be charged late fees or interest.

In case of failure to register, advance payment of tuition, room and board, activities fee, and health center fee will be refunded. The admission deposit is non-refundable.

## Determining Official Date of Withdrawal

A student who wants to completely withdraw from the College prior to the end of a semester must begin the withdrawal process in the Dean of Students Office. The official withdrawal date is the date the student begins the withdrawal process (i.e. picks up a Student Withdrawal Form).

A student must complete and return the Student Withdrawal Form to the Dean of Students Office in order to officially withdraw from the College.

If a student cannot complete the official withdrawal process for reasons outside of his control (accident, hospitalization, etc.), the Dean of Students may use the date related to that circumstance as the official withdrawal date, or the last documented date of academic activity.

Wabash College does not have a "leave of absence" policy. A student is either enrolled or not enrolled. A return to the College after a withdrawal is negotiated via the Dean of Students Office.

## Return of Federal Title IV Funds

Federal regulations require a Return of Federal Title IV Funds (R2T4) calculation if the student withdraws on or before completing 60% of the semester. The percentage of federal Title IV funds to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded.

After 60% of the semester is completed, 100% of federal Title IV funds is considered "earned" and will not be returned to the funding source.

The official date of withdrawal, as determined by the Dean of Students Office, is used to calculate the student's percentage of "earned" federal Title IV funds. If a student leaves the College without providing official notification, the date used for the Return of Federal Title IV Funds calculation is a) the date the student began, but never completed the official withdrawal process, or b) the later of the student's last documented date of academic activity or the midpoint of the semester.

Students who receive all F's, all NC's, or a combination thereof, for a semester are considered to have "unofficially" withdrawn and are subsequently reviewed for a possible Return of Federal Title IV Funds calculation.

Federal Title IV funds include: subsidized and unsubsidized Federal Direct Student Loans, Federal Direct PLUS Loans, Federal Pell Grants, Iraq Afghanistan Service Grants, SEOG Program aid, and TEACH grants.

Federal Work Study earnings are excluded from the return of funds calculation.

**Example:** A student who receives federal Title IV funds withdraws at the 30% point of the semester. Therefore, 70% of his federal aid is "unearned" and must be returned to the appropriate program/s.

According to Return of Title IV Funds Policy (Section 668.22 of the HEA), "unearned" federal aid is returned in the following order, up to the full amount disbursed:

- **Unsubsidized Federal Direct Student Loan**
- **Subsidized Federal Direct Student Loan**
- **Federal Direct PLUS Loan (parent or graduate)**
- **Federal Pell Grant**
- **Iraq Afghanistan Service Grant**
- **FSEOG Program Aid**
- **TEACH Grant**

As a result of an R2T4 calculation, Wabash will return unearned Title IV program funds as soon as possible, but no later than 45 days after the determination of a student's withdrawal.

Additionally, if a Title IV credit balance is created as a result of an R2T4 calculation, Wabash will disburse the funds to the student as soon as possible, but not later than 14 days after the R2T4 calculation is performed.

A post-withdrawal disbursement (PWD) may occur if a student received less Title IV aid than the amount he earned.

Any PWD grant disbursement not credited to the student's account to cover allowable charges will be disbursed as soon as possible, but no later than 45 days after the date of Wabash's determination that the student withdrew.

Any PWD loan eligibility will be offered via mail to the Federal Direct borrower (student or parent) within 30 days of the date of Wabash's determination that the student withdrew. The student or parent borrower has 14 days to respond to the PWD loan offer. Any resulting Title IV credit balance will be disbursed as soon as possible, but no later than 14 days after acceptance from the borrower is received.

## Return of Indiana State Grants

Indiana State Grant recipients who withdraw are subject to the same pro-rata return of funds as described in the Return of Federal Title IV Funds section. After 60% of the semester is completed, 100% of state aid is considered "earned" and will not be returned to the funding source.

## Return of Funds for Non-Title IV Recipients

Wabash, state and other non-Federal Title IV aid will be returned to the funding source based on the same percentage used to determine a student's refund of tuition and required fees, provided the funding source does not have specific return requirements.

**Example:** A non-Title IV aid recipient withdraws prior to census and receives a 100% refund of tuition and fees. Subsequently, none of his aid is "earned" and all of it will be returned to the appropriate funding source.

## Refund of Tuition & Fees

**Non-Title IV Aid Recipients:** A non-Title IV aid recipient who officially withdraws from the College prior to the final census date of the semester will receive a 100% refund of tuition and required fees. If a student officially withdraws after the final census date, he will receive a refund on a per diem basis, based on the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded. No refunds are given after the 60% point of the semester.

**Title IV Aid Recipients:** A Federal Title IV aid recipient who officially withdraws from the College will receive a refund of tuition and required

fees on a per diem basis, based on the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded. No refunds are given after the 60% point of the semester.

## Refund of Room & Board Charges

A student who officially withdraws from the College will receive a refund of the unused portion of his room and board charges on a per diem basis, based on the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days or more are excluded. No refunds are given after the 60% point of the semester.

## Nonrefundable Charges

Nonrefundable charges include admission application fees, enrollment deposit, student health insurance, and re-registration fees. A student is responsible for 100% of any outstanding fines or prior balances due.

No Federal Title IV Funds will be used to cover these fees if a refund is calculated.

## Notes

The student may be required to repay all or some of his federal Title IV aid if he previously received a refund due to a credit balance on his account.

The semester during which a student withdraws is considered to be a semester of aid received.

The policies described herein apply to all students who withdraw during a semester for any reason.

The calendar used for both the Return of Federal Title IV Funds and the College's per diem refund policy is developed and maintained in the Financial Aid Office each semester.

After the 60% point of the semester, the Business Office reserves the right to adjust the per diem calculation used to determine refunds of tuition, fees, room and board on a case-by-case basis for non-Title IV aid recipients.

## Wabash College Delayed Payment Policy Title 38 United States Code Section 3679(e)

This policy applies to any student (covered individual) who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits and who submits a VA Certificate of Eligibility to Wabash College.

Covered individuals may attend or participate in the course of education, without financial or access penalty, during the period beginning on the date on which the individual provides to Wabash College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. A "certificate of eligibility" may also include a "Statement of Benefits" obtained from the U. S. Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes.

The period of time when Wabash will not assess a financial or access penalty ends on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date Wabash certified tuition and fees following the receipt of the certificate of eligibility.

Wabash will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his financial obligations to Wabash due to the delayed disbursement of funding from VA, under Chapter 31 or 33.

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