



BURSAR'S OFFICE

CITATION REFERENCE

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POLICY: REFUNDS

POLICY STATEMENT

Financial Aid refunds are processed by the Bursar's Office. The first refund of the semester is typically processed by the end of the fourth week following the start of classes, then weekly thereafter.

Entities Affected By This Policy

All members of the, the Business Office, Financial Aid Office, the Admissions Office, the Athletic Department, the Advancement Office and students seeking financial aid are covered by this policy.

Who Should Read This Policy

All members of the, the Business Office, Financial Aid Office, the Admissions Office, the Athletic Department, the Advancement Office and students seeking financial aid should be familiar with this policy.

Contact

Contact	Phone	E-Mail
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Definitions

- **Refunds:** A reimbursement of funds in excess of tuition and fees.
- **Direct Deposit:** An electronic refund that is transferred from one bank account to another.

Refund for Reduction of Course Load

A student who elects to drop a course for which he has registered, and paid fees shall receive a refund of fees only if notice is given to the Office of the Registrar on or before the last day to make course changes as indicated in the college calendar.

Refund for Formal Withdrawal for Tuition, Fees, and Student Housing

Students desiring refunds must formally withdraw from the College at the Office of the Registrar or online in COAST under Student forms- Registrar Forms.

The refund amount for students withdrawing from the College shall be based on a pro-rated percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60 percent. Prorated refunds for which tuition was paid for by tuition assistance will be returned to the third party.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60 percent, are not entitled to a refund of any portion of institutional charges.

A full refund of tuition and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

****Please note: This refund policy is for students who formally withdraw. This refund policy does not affect the drop/add period or current refund policy for dropped courses during this period.**

Special Conditions

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending, are not eligible for a refund of any portion on any charge.

There will be no refund for reducing course load unless the College is at fault.

Refund of Meal Plans & Housing

A student who withdraws or is required to withdraw from the College during a semester may receive a refund of meal plan fees and housing charges on a prorated basis, determined by the date the student submits a formal request of withdrawal to the Housing department and moves their belongings out of the residence hall. No refunds, except Dining dollars and Coastal Cash will be made after the 60% refund period; or if the student leaves the College for Disciplinary Reasons.

Because of the specific nature of the instruction of course fees no refunds of these funds will be made.

Out of pocket refunds

For students desiring refunds for tuition, fees, housing, meal plans etc. that were paid out of pocket those refunds will be processed to the Refund option chosen by the student. The student can set up a direct deposit account for their refunds, but if they do not then a paper check will be sent to the mailing address on file. Coastal Georgia does not have a way to send refunds back to the original form of payment.

Additional Information

Coastal Georgia has a variety of automated processes that occur to create student account refunds. Below are some important points:

- Refunds generated from payments made by check are subject to a 10-day holding period.
- Refunds generated from Credit Card payments (as determined above) will be refunded to the refund option chose by the student.
- Parent PLUS Loans: If the parent did not indicate 'plus to student' on the application, the refund will be issued to the parent in the form of a check and mailed to the address on the plus application.

Refund Options

College of Coastal Georgia students have two options for which to receive a refund.

1. Direct Deposit that can be setup by logging into the students COAST account.
2. Paper Check that will be mailed to the mailing address on file in the student processing system.

Nelnet Payment Plan

The College of Coastal Georgia is pleased to offer Nelnet Business Solutions (NBS) as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges, and there is no credit check. Enrollment in this plan is easy and available online. To learn more information on how to sign up for this program, please visit the link below!

<https://mycollegepaymentplan.com/ccga>