



Evangelical Seminary of Puerto Rico Return of Title IV Federal Funds Institutional Refund Policy

This policy applies to seminarians who withdraw from the semester, either officially or unofficially, or are administratively dismissed. Tuition and fee refunds for these students are determined according to the following policy:

- A. The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and at ESPR includes the following programs: unsubsidized direct loans, subsidized direct loans.
- B. A student’s withdrawal date is the **earlier** of:
 1. The date the student began the institution’s withdrawal process or officially notified the seminary’s Registrar of intent to withdraw; or
 2. The midpoint of the period for a student who leaves without notifying the institution; or
 3. The student’s last date of attendance of a documented academically-related activity.
- C. Refunds and the Return of Federal Funds
 1. Title IV federal aid is earned in a prorated manner on a **per diem** basis based on the semester calendar up to the 60% point in the semester or summer as a whole. Title IV federal aid is viewed as 100% earned after that point in time.
 2. Refunds of tuition, general fees, will be prorated on a **weekly** basis through the fourth week of the Fall and Spring Semesters (ten day of a summer session). There are no refunds of tuition and fees to students or to non-federal entities after that point in time.
 3. Refunds will be sent to students’ mailing (permanent) addresses following withdrawal. Adjusted bills will be sent to the students’ email addresses.
 4. There are no refunds for incomplete independent study.
 5. In accordance with federal regulations, when federal financial aid is involved, refunds are allocated in the following order: unsubsidized Direct Loans, Subsidized Direct Loans, other Title IV federal assistance, and other federal sources of aid, other state, private and institutional aid, and finally, the student. **Note: Generally, all semester charges must have been paid in full at the time of withdrawal for a student to receive a refund.**
- D. The Seminary’s responsibilities in regard to the return of Title IV funds include:
 1. Providing each federal financial aid recipient with the information given in this policy;
 2. Identifying students who are affected by this policy and completing the Return of Title IV Federal Funds calculation for those students; and
 3. Making required returns of Title IV federal funds that are due the Title IV programs.

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- E. The student's responsibilities in regard to the return of Title IV funds include:
1. Notifying the Seminary's Registrar of intent to withdraw (**must provide proof of identity**).
 2. Following the Seminary's prescribed procedures for officially withdrawing from the semester; and
 3. Returning to the Title IV federal programs any funds that were disbursed directly to the student for which the student was determined to be ineligible.

Any notification of a withdrawal or cancellation of class schedule should be in writing, signed, and addressed to the Seminary's Registrar. Cancellation of admission applications (prior to enrollment in classes) should be in writing, signed, and addressed to the ESPR Seminary's Academic Dean.

If you believe that your individual circumstances warrant that your charges or refund should be determined in a manner other than described in ESPR published policies, please contact the Presidency Office in writing to explain your circumstances or justification for an exception.

Disclaimer: *This policy reflects the Evangelical Seminary of PR (ESPR) good faith effort to interpret federal regulations that have a bearing on such matters.*