

Refund Policy

Policy/Procedure

Dickinson College's refund policy applies to all students attending the Carlisle campus who withdraw, are dismissed, or take a leave of absence from the college after the start of classes. A separate policy applies to those who are attending sites approved through the Office of Global Education (please see program information published by that office). A student's date of withdrawal is determined by either:

- 1) The date the student begins the withdrawal process by contacting the appropriate Class Dean,
- 2) The date the student is officially dismissed from the College, or
- 3) If the student leaves without notifying the institution, the mid-point of the semester or the student's last documented attendance at an academically-related activity, whichever is later.

Refunds of all institutional charges for tuition, required fees, room and board are determined on a daily pro rata basis until 60% of the semester has been completed. No refunds are calculated after 60% of the semester has elapsed. Weekends are included in counted days except when part of a scheduled period of nonattendance of five days or more, such as spring break. For example, if a semester includes 110 days from the first day of classes through the last day of final exams and a student withdraws on the 50th day, Dickinson will retain 45.4 % (rounded to the nearest tenth of a percent) of charges for tuition, fees, room and board. The complementary percentage, 54.6%, would be refunded to the student and/or the financial aid programs that have paid a portion of the student's costs. Any outstanding balance will be deducted from the refund due to the student. Students who withdraw prior to the beginning of the first day of classes will receive a 100% refund, except for the non-refundable enrollment deposit.

For students receiving financial aid, the following rules apply:

1. Funds will be returned to financial aid programs before any funds are returned to the student.
2. Return of Title IV (Federal) Funds: Funds received from the Federal financial aid programs will be aggregated and refunded to the programs using the same percentage as calculated above. After 60% of the semester has been completed, federal financial aid funds are viewed as "earned" in their entirety and no refund will be made. Funds will be returned in the order prescribed by the US Department of Education: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS Loan, Federal Pell Grant, Federal ACG, Federal SMART, Federal Supplemental Educational Opportunity Grant, then, other federal assistance.
3. Grant/Scholarship aid from Dickinson will be refunded to the source from which it came using the calculated refund percentage.

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4. State Grants will be refunded in accordance with the guidelines of the appropriate state grant agency.
5. Outstanding balances due to the College will be deducted from any refund due to the student. If the student's bill has not been paid in full or if there are new charges on the student's account, the refund to the student may not fully cover the charges. In this instance, the student may continue to have an outstanding balance owed to Dickinson, and will not receive a cash refund.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Financial Aid Web Site (www.dickinson.edu/finaid)