

INSTITUTIONAL AND STATE REFUND POLICIES

Any student who withdraws* from Bluffton University prior to completing 60 percent of the enrollment period or semester (see [Refund Policies](#), University Catalog) will receive refunds for instructional fees, room, and board according to the following schedule:

- Up to and including the first day of classes in the semester 100% refund
- From 2nd day to 10% period of time in the semester 90% refund
- After 10% and up to 20% period of time in the semester 80% refund
- After 20% and up to 30% period of time in the semester 70% refund
- After 30% and up to 40% period of time in the semester 60% refund
- After 40% and up to 50% period of time in the semester 50% refund
- After 50% and up to 60% period of time in the semester 40% refund
- After 60% period of time in the semester, no refund. Once a student has completed 60 percent of the period or semester, all financial aid assistance is considered to be 100 percent earned.

Students who withdraw before the 60% period in time will have the same percentage of their aid returned by the school to the state and/or institutional aid program.

The Bluffton University financial aid office is responsible for calculating the percentage of earned aid for the semester and for returning the unearned aid to the state and institutional aid programs. The financial aid office will perform this calculation within 45 days of the student's withdrawal date**. The length of the period or semester is based on Bluffton's published academic calendar, including weekends and excluding scheduled breaks of 5 days or more. The first day begins on the first day of classes and ends on the last day of final exams.

Note that students who are Title IV (federal aid) recipients will have the return of those funds and repayments calculated and distributed as prescribed by federal law and regulation (see Return of Title IV Funds Policy). These distribution schedules are available to all prospective and currently enrolled students by contacting the business office or the office of financial aid.

**To officially withdraw, a student must contact the registrar's office. The registrar's office determines the official date of withdrawal.*

***When it is determined that a student has stopped attending classes and has withdrawn (officially or unofficially), the Registrar contacts the instructors for that student to determine the last date of attendance (LDOA) in each class. The latest date of attendance then is the withdrawal date used for both official and unofficial withdrawals.*