



ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

2021-2022 Academic Catalog

Addendum

March 2022

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This document is an addendum to the 2021-2022 Academic Catalog, published on the Arizona Christian University website. It records any changes to policies and programs that have occurred since the publication of the current catalog. Comments are included below in red font.

Financial Information

Financial Aid

Return of Aid Policy

The following policy was updated after the publication of the 2021-2022 catalog and replaces the section titled “Return of Aid” on page 33 of the current 2021-2022 catalog. The most recent addition is highlighted.

Current Policy:

Return of Aid Policy

The Return of Aid Policy is employed when a student withdraws from Arizona Christian University. Any student who is officially withdrawn from ACU will have their aid package reviewed for percentage of funding earned based on the rules and regulations set for by the Department of Education. When a student wishes to withdraw, he or she must complete an official withdrawal form through the registrar’s office. Upon completion the Office of Financial Aid has 45 days to complete the review of all federal aid and submit any unearned funding to the student’s lender. Students are required to meet with their assigned EMS (enrollment management specialist) to discuss any outstanding financial obligations.

Federal (Title IV) Aid: A percentage of Federal aid must be returned to the Title IV program(s) if a student withdraws on or before completing 60% of the enrollment period (semester or term). The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days attended by the student in the semester. Scheduled breaks of more than five consecutive days are excluded.

In accordance with Federal Regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is returned in the following order:

- Federal Direct Unsubsidized Loan Program
- Federal Direct Subsidized Loan Program
- Federal Direct Parent Loan Program (PLUS)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant Program
- Federal TEACH Grants
- Iraq Afghanistan Service Grant

** Note: If prior to withdrawing, funds were released to a student because of a credit balance on the student's account, the student may be required to pay a balance to the University upon withdrawal.*

State Aid: All State aid must be returned if a student does not complete the term in which the student is enrolled.

Institutional Aid: In most cases, institutional aid is reduced when a student withdraws on or before the last Friday of the second week of the semester. The institutional aid is reduced by the same percentage of tuition refund. For example, if a student has a \$1,000 scholarship for the semester and withdraws within the first two weeks of the semester, the institutional award would be eliminated along with tuition charges. If a student withdraws after the second week of the semester, the student is accountable for 100% of the tuition charges. The full institutional aid will be credited to the tuition charges.

Outside Aid: Outside organizations providing financial aid are contacted when a student withdraws and receives a tuition refund that produces a credit on the student account. The organization can decide if any of the aid must be returned to them. Some

organizations specify beforehand the terms of their scholarship if a student withdraws. Unless requested, outside aid sources are not contacted when the withdrawal occurs after the eight-week refund period.

Refund of Military Tuition Assistance (TA): Military Tuition Assistance is awarded to a student under the assumption that the student will attend school for the entire period of enrollment for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Arizona Christian University will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Calculation: When a student officially withdraws from a course, the date of withdrawal will be used as the last date of attendance. If a student stops attending without officially withdrawing, Arizona Christian University will determine the last date of attendance based on information received from faculty. The amount returned will be the difference between the amount of TA disbursed and the amount earned. The earned amount of TA is based on the percentage of the calendar days completed divided by the total calendar days in the enrollment period.

If a service member stops attending due to a military service obligation, and the service member notifies the school of their obligation, Arizona Christian University will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

Private Loans: Private loans are only adjusted upon the request of the student. Returning excess funds remains the responsibility of the student.

Previous Policy:

Return of Aid Policy

The Return of Aid Policy is employed when a student withdraws from Arizona Christian University. Any student who is officially withdrawn from ACU will have their aid package reviewed for percentage of funding earned based on the rules and regulations set for by the Department of Education. When a student wishes to withdraw, he or she must complete an official withdrawal form through the registrar's office. Upon completion the Office of Financial Aid has 45 days to complete the review of all federal aid and submit any unearned funding to the student's lender. Students are required to meet with their assigned EMS (enrollment management specialist) to discuss any outstanding financial obligations.

Federal (Title IV) Aid: A percentage of Federal aid must be returned to the Title IV program(s) if a student withdraws on or before completing 60% of the enrollment period (semester or term). The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days attended by the student in the semester. Scheduled breaks of more than five consecutive days are excluded.

** Note: If prior to withdrawing, funds were released to a student because of a credit balance on the student's account, the student may be required to pay a balance to the University upon withdrawal.*

State Aid: All State aid must be returned if a student does not complete the term in which the student is enrolled.

Institutional Aid: In most cases, institutional aid is reduced when a student withdraws on or before the last Friday of the second week of the semester. The institutional aid is reduced by the same percentage of tuition refund. For example, if a student has a \$1,000 scholarship for the semester and withdraws within the first two weeks of the semester, the institutional award would be eliminated along with tuition charges. If a student withdraws after the second week of the semester, the student is accountable for 100% of the tuition charges. The full institutional aid will be credited to the tuition charges.

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