

# Institutional Refund Policy

## Refunds

Full Sail University's Institutional Refund Policy has been established in accordance with current state and federal regulations and applicable accrediting standards. A refund to the student or fund source may result from the application of Full Sail University's Institutional Refund Policy.

### Refunds Due to Cancellations

Students who are not accepted by the University or cancel enrollment within five (5) business days of Full Sail University's receipt of a signed enrollment agreement are entitled to a 100% refund of tuition and fees (0% tuition and fees charged).

Students who have not visited Full Sail University prior to enrollment will have the opportunity to cancel all courses without penalty (0% of tuition and fees charged) within three (3) business days following either the regularly scheduled orientation or following a tour of the school.

Under any other circumstances, the \$75 registration fee is retained by Full Sail University.

### Refunds Due to Withdrawal

Full Sail University has an established add/drop period that is the first week of each semester. All tuition and fees will be refunded to students who drop within the add/ drop period. After the add/drop period, the tuition and fees for the semester will be charged as follows: (residents of Iowa, Maryland, and Wisconsin, please see page 242 for your refund policy):

#### **PERCENTAGE OF TUITION CHARGED DROP DATE**

0% of tuition charged	Prior to semester start date
0% of tuition charged	During Add / Drop Period <i>(first week of semester)</i>
25% of tuition charged	During second week of semester
75% of tuition charged	During third week of semester
100% of tuition charged	After third week of semester

The date from which the refund is calculated is the last date that the student attended a class. Refunds will be made within thirty (30) days of the date that Full Sail University determines that the student has withdrawn. The original source from which monies are received dictates the entity to which monies are to be refunded. In the event of a student's prolonged illness, accident, death in the family, or other circumstances that make completion of the semester impossible or impractical, the school will attempt to make a fair and reasonable settlement. Full Sail University reserves the right to modify these policies in order to remain in compliance with any changes in the applicable laws and regulations.

### Repayment of Government Program Funds

If a student is terminated, withdraws, or otherwise fails to complete a semester and received financial aid while enrolled, the Federal Government dictates how refunds (if applicable) are repaid.

Students on Trial Periods: Once a student has successfully completed the Trial Period and becomes a regular student, otherwise eligible trial period students become eligible for Title IV, HEA program funds back to the beginning of the payment or loan period, as applicable, including the trial period, and the Title IV Refund Policy and Institutional Withdrawal Policy applies.

The return of financial aid is dictated by The Return of Title IV Funds calculation policy. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source.

Funds are refunded to the Title IV Programs in the following federally mandated order:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal PLUS loans
4. Federal Pell grants
5. Academic Competitiveness Grant (ACG)
6. National Science and Mathematics Access to Retain Talent (SMART)
7. Federal Supplemental Education Opportunity Grant (FSEOG)
8. Other grant or loan assistance authorized by Title IV of the HEA, as amended

When a student withdrawal involves the repayment of Title IV funds, Full Sail University returns these funds based semesters.

If a student withdraws on or before completing sixty (60) percent of the semester, a portion of the total Title IV funds awarded will be returned. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to Full Sail University.

Refunds are made within thirty (30) days of the date that the institution determines that the student has withdrawn

### **Living Expense Repayment**

If a student is provided with living expense funds originating from a student financial assistance program and the student fails to complete the semester for any reason, the student is required to return the unearned funds. Full Sail will notify the student of the amount owed. If the student fails to satisfy the repayment, he or she will be ineligible for any further federal student financial aid assistance.

### **IOWA**

Full Sail University is not required to be authorized by the Iowa College Student Aid Commission. Full Sail University uses a pro-rata refund policy for Iowa residents who are enrolled in online programs. Students who are not accepted by the University or cancel enrollment within five (3) business days of Full Sail University's receipt of a signed enrollment agreement are entitled to a 100% refund of tuition and fees (0% tuition and fees charged). Under any other circumstances, the \$75 registration fee is retained by Full Sail University.

Refunds will be paid within thirty (30) days of the date that the institution determines that the student has withdrawn. If the University cancels or discontinues a course or educational program stated in the Enrollment Agreement, the University will refund all monies paid for that course or program.

Iowa residents who are enrolled in online programs will receive a refund of tuition charges in an amount that is not less than ninety percent (90%) of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period. In accordance with Iowa refund policies, refunds will be calculated for the following formula:

Number of Remaining Calendar Days in the Semester	
_____	= Percentage of
Number of Calendar Days in the Semester	Incomplete Semester
Percentage of Incomplete Semester	Incomplete
X Total Semester Tuition Charges	= Tuition Balance
Incomplete tuition balance	= Iowa Tuition Reduction
X 90%	

**EXCEPTIONS:** If an Iowa online student cancels his/her program at any time due to the student's physical incapacitation, the student's refund shall be calculated using the following formula:

$$\text{Iowa Tuition Reduction} = \text{Tuition Charges} \times \frac{\text{Number of Remaining Calendar Days in the Semester}}{\text{Total Semester Number of Calendar Days in the Semester}}$$

Cancellation due to physical incapacitation will require medical documentation.

**MARYLAND**  
**Refunds due to Withdrawal**  
**(For Maryland Students Enrolled in Online Programs)**

Full Sail University uses a pro-rata refund policy for Maryland residents who are enrolled in online programs. Maryland online students have seven (7) calendar days after signing their enrollment agreement to cancel their enrollment for a full refund of tuition and fees.

After the seven (7) day cancellation period, but before instruction has begun, the student is eligible for a full refund, minus the registration fee.

After the seven (7) day cancellation period, and after instruction has begun, the refund calculation is as follows:

<b>PERCENTAGE OF TUITION REFUNDED</b>	<b>PERCENTAGE OF SEMESTER COMPLETED</b>
90%	Less than 10%
80%	10% up to but not including 20%
60%	20% up to but not including 30%
40%	30% up to but not including 40%
20%	40% up to but not including 60%
0%	More than 60%

Refunds will be paid within thirty (30) days of the date that the institution determines that the student has withdrawn. If the university cancels or discontinues a course or educational program stated in the enrollment agreement, the university will refund all monies paid for that course or program.

**WISCONSIN**  
**Refunds due to Withdrawal**  
**(For Wisconsin Students Enrolled in Online Programs)**

Full Sail University uses a pro-rata refund policy for Wisconsin residents who are enrolled in online programs. Wisconsin Online students have three (3) business days from the time of enrollment to cancel their enrollment for a full refund of tuition and fees. After the three (3) business day cancellation period, all tuition, excluding the registration fee, will be refunded to students that drop within the first five (5) days of the semester.

Refunds will be paid within thirty (30) days of the date that the institution determines that the student has withdrawn. If the University cancels or discontinues a course or educational program stated in the Enrollment Agreement, the University will refund all monies paid for that course or program.

Refunds will be calculated for the semester using the following chart:

<b>SEMESTER BY WEEK</b>	<b>PERCENTAGE OF TUITION REFUNDED</b>	<b>PERCENTAGE OF SEMESTER COMPLETED</b>
Week 1	100%	6.25%
Week 2	80%	12.50%
Week 3	80%	18.75%
Week 4	70%	25%
Week 5	60%	31.25%
Week 6	60%	37.5%
Week 7	50%	43.75%
Week 8	50%	50%
Week 9	40%	56.25%
Week 10	0%	62.5%
Week 11	0%	68.75%
Week 12	0%	75%
Week 13	0%	81.25%
Week 14	0%	87.5%
Week 15	0%	93.75%
Week 16	0%	100%

Student's Right to Cancel Form: [fullsail.edu/resources/brochure-file/wisconsinortc.pdf](https://fullsail.edu/resources/brochure-file/wisconsinortc.pdf)