



College of Court Reporting

Refund Policy

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Refund Policy

Federal “Return to Title IV” (R2T4)

1. Who is covered? Anyone who got federal aid (Pell Grant, Direct Loan, PLUS, FSEOG)
2. What does it do? Determines how much of the federal aid that you received can be kept (“earned aid”) and how much must be sent back to the federal programs (“unearned aid”)
3. How we figure it:
 - a. Count all calendar days in the semester (payment period). This includes weekends but excludes breaks longer than 4 days.
 - b. Percent earned = days you completed before withdrawing ÷ total days.
 - c. Up to 60 %: aid is “earned” day-by-day.
 - d. After 60 %: you’ve earned 100 %—no federal money goes back.
4. What we send back first (required order for returning funds):
 - a. Unsubsidized Direct Loan
 - b. Subsidized Direct Loan
 - c. PLUS Loan
 - d. Pell Grant
 - e. FSEOG
5. Your part vs. CCR’s part:
 - a. CCR returns to the federal government any unearned aid applied to your tuition and fees.
 - b. You repay any remainder as part of your regular student loan repayments or, for grants, directly to the federal government as an “over-payment.” Only students who received stipend checks could be affected by this step.
6. Time limit: CCR must return funds within 45 days of the day we determine you withdrew.

Tuition Refund Calculations

1. What does it do? Determines how much of the tuition and fees charged for the semester CCR has earned, and how much must be applied as a credit to your student ledger card.
2. How do we calculate it? We perform two calculations (federal pro-rate and Indiana) and compare them to find the largest tuition refund for you.

Pro-Rata Refund Calculation



We use the same formula used in the federal R2T4 calculation to figure out the percentage of tuition that CCR has earned and the percentage that will be applied as a credit to your student ledger card.

% of Term Completed	CCR Keeps	CCR Credits You
0 - 60%	Same % as Term Completed	100% minus what CCR Keeps
> 60%	100%	0%

Indiana Uniform Refund Policy

The State of Indiana provides a refund policy based on the segment of the semester completed, as summarized in the chart below. By the way of providing an actual refund calculation example. We are assuming you are a full time student attending our 15 week semester. The tuition and fees charged for this period of time is listed below. In addition, we have listed the percentages that you and CCR earn based on the time completed before withdrawing from school. We have also included the dollar amounts associated with each time period of attendance listed below as well.

Example student enrollment: Full Time, 15 week Semester

12 semester credit hours x \$395 per credit	=	\$4,740
Technology Free	=	\$ 300
Total program cost per semester	=	\$5,040

% of term completed	CCR credits you		CCR keeps		Notes
	%	\$	%	\$	
≤ 6 business days after signing the Enrollment Agreement	100%	\$5,040	0%	\$0	“Cooling-off” period
≤ 1 week	90%	\$4,536	10%	\$504	
> 1 week - 25%	75%	\$3,780	25%	\$1,260	
> 25% - 50%	50%	\$2,520	50%	\$2,520	
> 50% - 60%	40%	\$2,016	60%	\$3,024	
> 60%	0%	\$0	100%	\$5,040	

Full-refund situations (Indiana law): not accepted for admission, program discontinued, or enrollment gained by misrepresentation.



Non-refundable after six business days: \$50 registration fee

Recap of Steps

1. We run the federal R2T4 calculation (if you have federal aid).
2. We return any required funds to the federal programs and notify you if you need to return any overpayment.
3. We run the pro-rata refund calculation.
4. We run the Indiana refund calculation.
5. You receive the larger of the two refunds which is applied as a tuition credit to your student ledger card.
6. If this creates a credit balance on your student account, this credit balance is paid to you within 30 days.
7. If these steps leave you owing a balance to CCR, you will be notified within 30 days.

Important Terms

Withdrawal Date

The **Withdrawal Date** determines the percentage of federal aid you have earned, and the percentage of tuition CCR has earned.

- **Official notice:** the day you tell us in writing, by email, or in person that you're leaving.
- **Unofficial/administrative:** if you stop participating without notice, the last day we can document academic activity for you, or the midpoint of the semester if we can't document a later date.

Date of Determination

The **Date of Determination** of withdrawal sets the time table for when certain funds must be returned:

- **Official withdrawal:** the day you tell us in writing, by email, or in person that you're leaving.
- **Unofficial withdrawal:** the date we determine that you are no longer participating or communicating and thus have unofficially withdrawn.

CCR Action	How long does CCR have?	Rule Source
Return unearned federal aid (Title IV)	Within 45 days of your Date of Determination	34 CFR §668.22
Pay Indiana-law tuition refund	Within 31 days after you ask to withdraw	Indiana Universal Refund Policy



Pay CCR tuition refund	Within 30 days of your Date of Determination	CCR Policy (stricter than state)
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