

**NUC CATALOG ADDENDUM TO
2018-2019 CATALOG
July 19, 2019**

Page 100 The Institutional Refund Policy was replaced as follows:

Institutional Refund Policy

The Institutional Refund Policy regulates how National University College (NUC) will manage the charges when a student cancels his enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a payment period. The Institutional Refund Policy applies to all students enrolled at any of NUC locations, with the exception of students enrolled in continuing education courses.

Enrollment Cancellations

The student has the right to cancel his/her enrollment agreement within three (3) business days from the student's signing his/her enrollment agreement or until the end of the add/drop period, as specified in the academic calendar, whichever ends later. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form which is available at the Admission's Office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student's financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

Add/Drop Period

Any student who is enrolled for a payment period will have until the end of the add-drop period, as specified in the academic calendar, to add/drop courses without any fee. Any charges for tuition and fees, as well as any funds paid for supplies, unused books or equipment which can be returned to the institution during this period will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period.

Never Attended (No Show)

The institution will cancel all of the student's financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use.

Withdrawals

If a student attends but withdraws prior to completing a payment period, the percentage used to determine the applicable charges will be the percentage of completed days from the total days in the payment period, rounded to the nearest 10%. NUC will use the last day of attendance to determine the days completed in the payment period. The table below provides details about how percentages are determined.

Completed Days in Payment Period / Total Days in Payment Period	Percentage of Charges owed to the Institution	Percentage of Charges to be Refunded
Up to 10.0%	10%	90%
10.01% - 20.0 %	20%	80%
20.01% - 30.0%	30%	70%
30.01% - 40.0%	40%	60%
40.01% - 50.0%	50%	50%
50.01% - 60.0%	60%	40%
60.01% - 100%	100%	0%

Example of an Institutional Refund Calculation for a student that withdraws during a payment period that begins on 1/7/2019 and ends on 3/28/2019. Tuition charges for the period are \$5,420.00.

Last Day of Attendance	Percent Attended	Percent of Tuition to be Refunded	Refund Amount
1/18/2019	14.81%	80%	\$4,336.00
02/16/2019	49.38%	50%	\$2,710.00

There are several fees that are exempt from adjustment in this refund policy. These are:

- Admission \$ 25.00
- Readmission \$ 25.00
- Accident Insurance \$ 5.00

The student is responsible for the outstanding balance on his/her account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days after the date that the institution determines that the student has withdrawn.

The Student Account's Office has the responsibility to apply this policy to the accounts of students which require it.

Page 101 The Return of Title IV Funds Policy was replaced as follows:

TITLE IV REFUND POLICY

National University College, in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid to which the student is eligible if he/she decides to withdraw from the institution. This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

The law specifies how NUC must determine the amount of Title IV program assistance a student earns if he/she decides to withdraw from the institution. The Title IV programs in which NUC currently participates that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Although Title IV aid may be credited to your account at the beginning of each payment period, you earn the funds as you complete the period. If you withdraw before completing your payment period, the amount of Title IV program assistance that you have earned up to that point is determined on a pro rata basis. If you received (*this includes amounts received on your behalf by the institution, or your parent*) less assistance than the amount that you earned, you may be able to receive those additional funds. If, however, you received more assistance than you earned, the institution or you will have to repay the excess.

For example, if you completed 20% of your payment period, you earn 20% of the Title IV assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The percentage completed in the payment period is calculated by dividing the calendar days completed in the payment period (*as of your Last Day of Attendance*) by the total calendar days in the period (*excluding, if applicable, days that you were on an approved Leave of Absence or any scheduled break of 5 consecutive days or more*).

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the institution will contact you to get your permission before disbursing the funds. At that point, you will be provided with the option to decline, some

or all of the loan funds. Before accepting loan funds, you must consider that you must pay back the money with interest.

The institution will automatically credit to your student account all, or a portion of your post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will automatically use all, or a portion of your post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to your withdrawal, you provided your permission. If you did not provide your permission prior to withdrawing, the institution will contact you to offer the funds.

It is important for you to understand that, due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that you were scheduled to receive once you withdraw. For example, the institution cannot make a post-withdrawal disbursement if you are a first-time, first-year undergraduate student that withdrew prior to completing the first 30 days of your program. We encourage you to contact the Student Accounts Office for any questions.

If you received (*this includes amounts received on your behalf by the institution or your parent*) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The Institution will return Title IV funds for which it is responsible, in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Graduate PLUS Loan
4. Direct Parent PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Iraq and Afghanistan Service Grant

If the Institution is not required to return all of the excess funds, you must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance received. Any amount that you have to return is called an overpayment. You are required to make arrangements with the Institution or the United States Federal Department of Education to return the unearned funds. If an overpayment results from the calculation, the institution will contact you to coordinate arrangements to return those funds. Failure to make satisfactory arrangements may result in losing eligibility to Title IV fund.

Any loans that you, or your parent, received in excess must be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. The loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans. To obtain your detailed information about the federal loan types and amounts you received for each academic year and the servicer contact information for each loan, you may access your Financial Aid History/Review at www.nslds.ed.gov or at www.studentloans.gov. You may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The Institutional Refund Policy is published in the institutional catalog. You can also request a copy of this policy at the Student Accounts Office.