



Addendum to Catalog

Effective: 9/15/2025

Refund Policy Addendum

The Refund of Federal Title IV Funds policy is currently noted in the 2024-2025 Catalog on the following pages:

➤ Pages 14-15

Current policy to be changed is located under Refund of Federal Title IV Funding, paragraph 6. The current policy states the following:

If the Return of Title IV funds results in a credit balance on a student's account, and if the student does not wish to have the school temporarily retain the credit balance or return the Title IV funds, then any FSA credit balance will be returned to the student within 14 calendar days of the date the credit balance occurred. Any credit balance request may be written and documented.

Addendum/Change to current policy

*If the Return of Title IV funds results in a credit balance on a student's account, and if the student does not wish to have the school temporarily retain the credit balance or return the Title IV funds, then any FSA credit balance will be returned to the student within **45 calendar days** of the date the credit balance occurred. Any credit balance request may be written and documented. Also, any credit balance on a student's account regardless of funding source will be returned to the student within **45 calendar days** of the student's last day of attendance. This change will align with the refund policy in the Student Financial Aid Handbook.*

Approved by: Marianna Caniglia, Campus President 9/15/2025