



Ambrose University College Return to Title IV (R2T4) Policy

Direct Loan funds a student receives can be subject to be returned. This policy will be based on Ambrose University College's refund policy. Refunds will be based upon the time of enrollment a student has completed before a formal request to withdraw has been submitted.

For students withdrawing from full-time status to part-time status prior to the end of the Registration Revision period, they will not be eligible for Title IV assistance. Any disbursed amounts will be refunded. Students who withdraw from the institution completely will be required to refund a portion of Title IV funds. This refund will be calculated based on the formula given by the US Department of Education. For example, if a student withdraws after completing 30% of the total number of weeks of the semester, the student has earned 30% of the awarded aid. However, once the student has completed 60% of the semester, he or she is considered to have earned a portion of the aid.

For students that completely withdraw from studies at Ambrose University College, the following policies apply:

Time Period before the end of:	Tuition Refund
Registration Revision period	100%
1 week after Registration Revision period	80%
2 weeks after Registration Revision period	70%
3 weeks after Registration Revision period	60%
4 weeks after Registration Revision period	50%

Official notice of withdrawal must be made in writing to the Registrar's Office.