

Withdrawing from American International College can have a significant financial impact. Students are strongly urged to carefully read all of the information listed below. Questions regarding the financial implications of withdrawing should be directed to the Office of Financial Aid at 413-205-3259 or financialaid@aic.edu or the Student Accounts Office at 413-205-3254 or studentaccounts@aic.edu.

How to Count the Days:

All days are counted, including weekends and holidays. If a class begins on a Monday, then Monday is day #1, Tuesday is day #2, Wednesday is day #3, and so on. Institutional charges and institutional financial aid are prorated based on the start date and end dates for the entire session of the academic period as per the academic calendar. For modular programs, each sub-session is calculated separately and the start and end dates for each sub-session is utilized. The dates used are the session dates and NOT individual course start and end dates. The dates are calendar based and include weekdays, weekends, and holidays.

Dates shown for each semester are based on the academic calendar and adjustments to the academic calendars will result in adjustments to the dates listed.

Withdrawal Refund Schedules

WITHDRAWAL FROM AIC: TRADITIONAL CALENDAR⁵						
Session(s)	Weeks/Days	% Returned Tuition ³	% Returned Comprehensive Fee ²	% Returned Room and Board ¹	% Institutional Financial Aid Returned ⁴	% Federal Financial Aid Returned ⁶
Fall & Spring	Prior to the start of the session	100%	100%	100%	100%	100%
	During Add/Drop	100% \$750 <i>Withdrawal Fee</i> ³	100%	100%	100%	Per day proration
	After Add/Drop and through Day #14	80%	80%	80%	80%	Per day proration
	Week 3 (Days 15-21)	60%	60%	60%	60%	Per day proration
	Week 4 (Days 22-28)	40%	40%	40%	40%	Per day proration
	Week 5 (Days 29-35)	20%	20%	20%	20%	Per day proration
	Week 6 (Day 36+) through the 60% date of the semester	No Refund	No Refund	No Refund	No Refund	Per day proration
	After the 60% date and through the end of the semester	No Refund	No Refund	No Refund	No Refund	No Refund

Inter-session	Prior to the start of the session	100%	100%	100%	100%	Not federal aid eligible
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	First Day of Session	100%	100%	As per housing contract	100%	Not federal aid eligible
	Day 2 of session and after	No Refund	No Refund	As per housing contract	No Refund	Not federal aid eligible

Summer	Prior to the start of the session	100%	100%	100%	100%	100%
	During Add/Drop	100%	100%	As per housing contract	100%	Per day proration
	After Add/drop to day #15	50%	No Refund	As per housing contract	50%	Per day proration
	Day # 16 and through the 60% date	No Refund	No Refund	As per housing contract	No Refund	Per day proration
	60% date and through the end of semester enrollment period	No Refund	No Refund	No Refund	No Refund	No Refund

WITHDRAWAL FROM AIC: TRIMESTER CALENDAR⁵

Session(s)	Weeks/Days	% Returned Tuition	% Returned Comprehensive Fee ²	% Returned Room and Board ¹	% Institutional Financial Aid Returned ⁴	% Federal Financial Aid Returned ⁶
Fall & Spring & Summer	Prior to the start of the session	100%	100%	100%	100%	100%
	During Add/Drop	100%	100%	Room & Board is contracted on a yearly basis ¹ Summer: As per housing contract	100%	Per day proration
	After Add/Drop and through Day #14 (this is usually only a few days)	80%	No Refund	Room & Board is contracted on a yearly basis ¹ Summer: As per housing contract	80%	Per day proration
	Week 3 (Days 15-21)	60%	No Refund	Room & Board is contracted on a yearly basis ¹ Summer: As per housing contract	60%	Per day proration
	Week 4 (Days 22-28)	40%	No Refund	Room & Board is contracted on a yearly basis ¹ Summer: As per housing contract	40%	Per day proration
	Week 5 (Days 29-35)	20%	No Refund	Room & Board is contracted on a yearly basis ¹ Summer: As per housing contract	20%	Per day proration
	Day # 16 and through the 60% date	No Refund	No Refund	No Refund	No Refund	Per day proration
	After the 60% date and through the end of the semester	No Refund	No Refund	No Refund	No Refund	No Refund

WITHDRAWAL FROM AIC: SCHOOL OF EDUCATION (SOE) ⁵

Session(s)	Weeks/Days	% Returned Tuition	% Returned Comprehensive Fee ²	% Returned Room and Board ¹	% Institutional Financial Aid Returned ⁴	% Federal Financial Aid Returned ⁶
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Fall & Spring & Summer	Prior to the start of the sub-session	100%	100%	100%	100%	100%
	During Add/Drop	100%	100%	Room & Board is contracted on a yearly basis ¹	100%	Per day proration
	After Add/drop to day #18	50%	No Refund	Room & Board is contracted on a yearly basis ¹	50%	Per day proration
	Day # 19 and through the 60% date	No Refund	No Refund	Room & Board is contracted on a yearly basis ¹	No Refund	Per day proration
	After the 60% date and through the end of semester enrollment period	No Refund	No Refund	No Refund	No Refund	No Refund

WITHDRAWAL FROM AIC: 7 Week Calendar⁵

Session(s)	Weeks/Days	% Returned Tuition	% Returned Comprehensive Fee ²	% Returned Room and Board ¹	% Institutional Financial Aid Returned ⁴	% Federal Financial Aid Returned ⁶
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Fall & Spring & Summer	Prior to the start of the sub-session	100%	100%	100%	100%	100%
	During Add/Drop	100%	100%	Room & Board is contracted on a yearly basis ¹	100%	Per day proration
	After Add/drop to day #18	50%	No Refund	Room & Board is contracted on a yearly basis ¹	50%	Per day proration
	Day # 19 and through the 60% date	No Refund	No Refund	Room & Board is contracted on a yearly basis ¹ .	No Refund	Per day proration
	After the 60% date and through the end of semester enrollment period	No Refund	No Refund	No Refund	No Refund	No Refund

Notes:

¹ Room & Board is contracted on a yearly basis. The proration will follow the Traditional Undergraduate Schedule session dates. Students who are administratively or involuntarily withdrawn from the college will be pro-rated for room and board based on the check-out date for the room (a 24 hour grace period is provided). Intersession, Summer, and breaks between the sessions are not part of the withdrawal policy and are subject to pricing as per the housing agreement contract for these periods.

² Fees: The comprehensive fee on the Traditional calendar is pro-rated after the add/drop period only for full-time undergraduate students. AIC Student Health Insurance Plan fee is contracted on an annual basis. Please refer to the health insurance contract for questions in regards to eligibility and fee proration.

³ Withdrawal Fee: Applied only to full-time undergraduate students

⁴ Athletic Scholarships will be pro-rated according to the regulations in the Student-Athlete Handbook.

⁵ Courses that are facilitated through a contractual agreement with another college or via a vendor are subject to the withdrawal policies of the agreement/vendor. In most cases, this means that if a course is not dropped prior to the start date of the course, then no refund will be issued.

⁶ Refer to the Federal Financial Aid section for details.

Resident Students

Upon withdrawal, a resident student should immediately contact the Office of Residence Life and follow all procedures for checking out of the room. Students have 48 hours after a voluntary withdrawal and 24 hours after an involuntary withdrawal to complete the check-out process.

Application of Refund Policies

After the withdrawal, American International College will complete the withdrawal refund calculations. Students who are dismissed or suspended from the college and/or from college housing for disciplinary reasons or violation of local, state and/or federal law are not entitled to any proration of tuition, room, board or fees. They will be held responsible for all institutional charges, disciplinary fines, and any other charges that are applied to their account. However, please note that the financial aid package will be recalculated according to federal & state regulations. Students are fully responsible for any financial obligation to the college as a result of a withdrawal. Charges that may have been previously covered by federal program assistance may become due and payable to the College. All college policies for financial obligations, including the responsibility for collection and legal fees are enforced.

Federal Financial Aid:

Federal law specifies how to determine the amount of Title IV program assistance (aid) that is earned if a student withdraws. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though the aid is posted to your account at the start of each period of enrollment or payment period (period), the aid is earned during the period. If a withdrawal occurs prior to the completion of the period then the amount of aid that is earned is determined on a pro rata basis. For example, if 30% of the period is completed at the time of withdrawal then the earned amount is 30% of the aid is considered to be earned. All of the aid that was scheduled to be received is considered to be fully earned once more than 60% of the period is completed.

There are some Title IV funds that that cannot be disbursed once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Unearned federal financial aid must be returned to the fund source. There is a scheduled order of return, up to the net amount disbursed for the period. Funds must be returned within 45 days of the date that the college determined that the student withdrew. In other words, if 70% of the federal aid is unearned and must be returned, then it will be returned in the order as listed below.

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS loans
- Federal PELL Grants for which a return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- TEACH Grants for which a return is required
- Iraq and Afghanistan Service Grant for which a return is required

Post Withdrawal Disbursements:

Students may be eligible for a post-withdrawal disbursement of program assistance. Students will be sent notifications of eligibility and instructions for accepting or declining post-withdrawal disbursements of loans within 30 days of the date the college determined that the student withdrew.

Other Aid Sources

Other sources of aid that do not fit into the institutional aid or federal aid guidelines may be prorated or returned to the issuing party based upon applicable regulations.

Service Members:

Tuition Assistance Students:

If you withdraw from the college prior to completing 60% of the semester due to a military service obligation AIC will make the following accommodations to the Withdrawal Schedule for tuition related to the unearned portion of your Tuition Assistance (TA) funds upon receipt of the military orders as outlined below for all service members.

- 8 Week Calendar: Tuition Assistance students will have a 10% return rate of tuition from day #19 through the 60% completion date.
- 7 Week Calendar: Tuition Assistance students will have a 10% return rate of tuition from day #19 through the 60% completion date.
- Trimester Calendar: Tuition Assistance students will have a 10% return rate of tuition from day #36 through the 60% completion date.
- Traditional Calendar:
 - Fall/Spring Semesters: Tuition Assistance students will have a 10% return rate of tuition from day #36 through the 60% completion date
 - Intersession Semester: Tuition Assistance students will have a 10% return rate of tuition from day #2 through the 60% completion date
 - Summer Semester: Tuition Assistance students will have a 10% return rate of tuition from day #16 through the 60% completion date

All Service Members:

Special accommodations will be made for military personnel that must withdraw due to receiving military orders that require them to serve during the session/sub-session.

- A copy of the military orders must be provided to the college.
- The dates of the orders must be within the session/sub-session and significantly affect the ability to complete the session/sub-session.

The college will work with each student to identify solutions or adjust the institutional refund policy so that a (1) student debt for the returned portion of Tuition Assistance is not created (2) to reduce any outstanding obligation to the college.

All policies are subject to change at any time. Changes will be posted to the [myAIC](#) portal.