

Payments

All NDS students are expected to pay all tuition/fees promptly. Special arrangements may be requested in writing through the Finance Office and adherence to the arrangements will be strictly enforced.

Grades will not be officially recorded on the transcripts of students who have not settled their financial accounts with NDS, nor will a transcript request be honored. Grades and all other services will be held until all unpaid fees are met.

Refund of Tuition

A student who withdraws from NDS must return a completed withdrawal form to the Registrar's Office. The last day for official withdrawal from classes is listed on the Academic Calendar which can be found on the website. Mere cessation of attendance does not constitute withdrawal as the completion of a withdrawal form is mandatory.

Students who withdraw from the school or from a course are entitled to a refund of a percentage of their tuition. The date of receipt of the withdrawal notice by the Registrar will determine the amount of tuition refund. Refunds are a percentage of the total tuition payable in the semester in which the student withdraws, not a percentage of the total amount billed to the student. No refunds are made when a student is suspended or dismissed for academic, disciplinary or financial reasons. Tuition refunds are made on the following basis:

- ◇ If formal notice is received within a week after the beginning of the semester, a refund of 80% of the tuition is made.
- ◇ If formal notice is received within three weeks after the beginning of the semester, a refund of 60% of the tuition is made.
- ◇ If formal notice is received within five weeks after the beginning of the semester, a refund of 40% of the tuition is made.
- ◇ No refunds are allowed after the fifth week of classes.
- ◇ Refunds for Saturday classes will differ. Please contact the Finance Office for details.

Refund of Room and Board

Seminarians boarding at the seminary that are dismissed or suspended during the semester are not entitled to any refunds. Seminarians in good standing who voluntarily withdraw from the seminary during the semester are not entitled to any refund on the cost of their room. They may receive a refund on board, prorated from the date of withdrawal. This refund must be approved by the Rector-President.

Title IV Funds for Aid Recipients

NDS participates in the Title IV federally funded Direct Loan program. According to the [federal student aid website](#), "These funds are lent directly to students for undergraduate and graduate studies, through participating postsecondary schools, with funds borrowed from the U.S. Treasury. Direct Loans include subsidized and unsubsidized loans, Plus loans for parents and

graduate or professional degree students, and consolidation loans, which allow borrowers to combine federal education loan debt.”

Official and Unofficial Withdrawal Date

When a student withdraws from school the withdrawal date, as determined by NDS, is the date the student and the administration notify the Registrar’s office, in writing, of their intent to withdraw.

If a student takes a leave of absence that does not meet the requirements of a Title IV approved leave of absence, the withdrawal date will be understood as the one on which the leave of absence began. In the event a student does not return from a Title IV approved leave of absence, NDS will consider the date the leave of absence began as the official withdrawal date.

In the case of a student who withdraws without official notification the withdrawal date will be the mid-point of the payment period of enrollment.

When a student is not able to withdraw officially on account of illness, accident, grave personal loss or other circumstances beyond his control, the mid-point of the payment period of enrollment will be considered the withdrawal date.

Treatment of Title IV Funds When a Student Withdraws

When a recipient of Title IV grant or loan assistance withdraws during a payment period, NDS must determine the amount of Title IV grant or loan assistance earned by the student as of the withdrawal date. The financial aid officer is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take an unapproved leave of absence prior to completing 60% of a payment period. The amount of federal aid awarded is reviewed to see if the student is still eligible for the full amount. If a student leaves the institution prior to completing 60% of a payment period, the financial aid officer recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula.

If the total amount is less than the amount of Title IV disbursed, the institution must return it to the Title IV programs. If the total amount is greater than the disbursed amount, the difference will be treated as a post-withdrawal disbursement. Once the withdrawal date has been established and the calculations made, NDS will follow the procedures outlined for providing notification to the student about disbursing or returning funds. If there is any standing charge in the student’s account and the student is entitled to a post-withdrawal disbursement, the institution may use some or all of the funds to cover certain charges outstanding on the student’s account, such as tuition and fees.

NDS must offer to the student, as a requirement for making post-withdrawal disbursement, any amount of a post-withdrawal disbursement that is not credited to the student’s account. There are cases when, in addition to the written notification of eligibility, the institution must make the student aware of the outcome of any post-withdrawal disbursement request. If no response is received from the student declining the funds, the institution does not need to make a follow-up contact, and must return the funds earned by the student to the Title IV program. However, in

compliance with Sec. 668.22(a)(4)(ii)(E), the institution must notify the student when the student's acceptance of the post-withdrawal disbursement was received after the 14-day time limit for responding has elapsed and the institution does not choose to make the post-withdrawal disbursement.

If a student fails to return from an approved leave of absence on the scheduled date and has not contacted the school for an approved extension to the leave of absence, the school will calculate a return of Title IV funds.

Order of Return of Title IV Funds

The order in which funds are to be returned is specified in Section 668.22(i):

- ◇ Subsidized Federal Stafford Loans
- ◇ Other assistance under this title for which a return of funds is required.

Time Frame for the Return of Title IV Funds

NDS will return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 30 days after the date the institution determines that a student withdrew. NDS will determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the payment period of enrollment, academic year, or educational program, as appropriate.