

Policy on Refund and Repayment

I. Policy on Federal Funds

A. Refund and Repayment

Hanover College adheres to all regulations outlined in the Title IV Common Manual. Although refunds/repayments is a function of the business office, at the time of withdrawal, the financial aid office assists in monitoring students requiring a refund or repayment, and determining the correct amount of refund or repayment due. Title IV return calculations are completed using software provided by the Department of Education. Results are printed and stored in the student's file, a binder in the Director of Financial Aid's office, and the student's file in the Business Office.

II. Policy on State Funds

A. Refund and Repayment

Although refund/repayments is a function of the business office, at the time of withdrawal, the financial aid office assists in monitoring students requiring a refund or repayment, and determining the correct amount of refund or repayment due.

III. Policy on Institutional Funds

A. Refund and Repayment

Although refund/repayment is a function of the business office, at the time of withdrawal, the financial aid office assists in monitoring students requiring a refund or repayment, and determining the correct amount of refund or repayment due.