



Doris Lacey, Financial Aid Officer
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Understanding Refunds Important Notice

Financial Aid Refunds: During the fifth week of class, financial aid refund distributions will be issued by direct deposit or by check mailed to the most current address. Complete the Financial Aid **Direct Deposit Authorization Form** and mail it or drop it off at the college. **Checks will no longer be picked up.**

Financial Aid Distribution of Refunds

All new students and students on academic probation due to unsatisfactory class performance will receive refunds in the following increments:

1. 75% during the fifth week of class; and
2. The remaining 25% in 30 days after the initial disbursement.

Note: New students and students on SAP will not receive refunds in increments during summer sessions due to the length of the term. All other students will receive 100% of their refund distribution during the fifth week of class.

*Refund distributions may change based on current Department of Education guidelines.

Financial Aid Attendance Policy

Attendance in class is critical to securing and maintaining financial aid.

- If a student does not attend any classes prior to the drop/add period without a viable excuse, financial aid will be revoked for that semester.
- If a student misses more than 50 percent of his/her classes during a semester, financial aid for the next semester may not be granted. A student may appeal for extenuating circumstances.

Administrative Withdrawal Policy

It is the obligation of the Administration to withdraw a student from a class or classes for one of the following reasons:

1. **Attendance:** The Administration may withdraw a student from a class/classes if the student:
 - a. Does not attend class at all during the first four week period of the semester; or
 - b. Has three or more absences from class during the first four week period of the semester; or
 - c. Has five or more absences from class during the first ten weeks of the semester



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2. **Payment:** The Administration will withdraw a student from a class/classes if:
 - a. Full payment or monthly payments of tuition and fees are not paid at the time of registration or by the first day of class; or
 - b. One-third of tuition, fees, and a signed payment plan are not in place; or
 - c. The student is not eligible for financial aid; or
 - d. There is no other official written agreement with the College in place.
3. **Documentation:** Huntsville Bible College must receive all transcripts from all colleges and universities attended along with all financial aid documentation during the drop/add period. If required documentation is not received and sufficient, the student will be subject to administrative withdrawal.
4. **Return of Financial Aid Funds:** When a student withdraws from all classes prior to completing 60% of the semester, the return of financial aid funds will be initiated.

Procedure for Administrative Withdrawal

The administrative withdrawal will be initiated by the Admissions Officer. The withdrawal initiation will begin after all data has been verified and approved by the Academic Dean.

Students facing the prospect of administrative withdrawal will be notified by the Academic Dean by both email and first-class mail informing them of the action about to be taken by the college administration. The student will have five business days to reply. At this time, the student has the opportunity to meet with the Academic Dean, Admissions Officer, and Financial Aid Director to review his/her situation. Once the student has been officially dropped, the Financial Aid office will be notified by the Admissions Officer, and the appropriate financial aid action will be taken. After the administrative withdrawal has been exercised, the student will be informed of such action by letter from the Admissions Officer.

Drop/Add Period

The drop/add period is the first two weeks of class during the spring and fall semesters and the first week of class during the summer sessions. During this period, a student may add or drop a course without penalty. No grade will be assigned if a course is dropped during this period, and the student is removed from the course roster.

The attendance record for a student will carry from one course to another so that the student will not be penalized in their attendance during the Drop/Add period. For example, if a student has attended a class for two weeks and decides to drop it and add another course then that course will not count against the student as having missed two classes since the student was in attendance in the class that was dropped.



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Satisfactory Academic Progress (SAP)

All students are expected to maintain satisfactory academic progress toward completion of a certificate or a degree within a reasonable period of time. Satisfactory academic progress status will be determined at the end of each semester. The measure of satisfactory academic progress is based on the number of hours the student attempts at HBC (including transfer credits) and the grade point average (GPA) as indicated below. Students not meeting the desired GPA are placed on SAP status and are required to enroll in and complete the OR 102 Career Prospective course.

CREDIT HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA REQUIRED
0-18	1.50
19-45	1.75
46+	2.0
Graduate Student	3.0

In order to maintain satisfactory academic progress toward completion of a certificate or degree, the student must successfully complete a minimum of 67 percent of all credit hours attempted at HBC. Hours attempted also include withdrawals and incomplete courses. This assessment begins after a student has attempted a total of 18 credit hours.



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Veterans Benefits and Transition Act of 2018 – PL 115 - 407

The Huntsville Bible College adheres to and complies with **The Veterans Benefits and Transition Act of 2018, (PL 115-407)** that ensures that the educational institution will not impose any penalty, assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment under chapter 31 or 33.