

Scope of Policy

This policy provides guidelines and established procedures for processing FSA credit balances in student accounts in accordance with Federal regulations.

Definitions

Credit Balance

When the institute disburses Title IV aid to a student's account and the total amount of all Title IV aid exceeds the amount of tuition and fees, room and board, and other billed charges, the Institute will pay the resulting credit balance directly to the student or parent via check as soon as possible but-

- No later than 14 days after the balance occurred if the credit balance occurred after the first day of class of a payment period; or
- No later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period.

Refund Processing

Refunds are released to eligible students within 14 days after the term begins and/or the credit appears on your account. You must participate in your coursework to establish eligibility in order to continue to receive federal aid. Failure to participate in academically related activities will result in loss of eligibility of aid for all or part of the term. Disbursements may be delayed if you do not meet satisfactory academic progress for a prior term or there are incomplete files with the Student Financial Services office.

The Student Accounting Office monitors credit balances on a daily basis for all active financial aid years. Refunds are processed by the Student Accounting Office weekly and released to the student immediately. The students will be notified when their refund checks are available for pick up. Any refund that is not picked up within 14 days will automatically be mailed home to the student's permanent address on record. If Parent PLUS Loan disbursement creates the credit balance, the refund will be issued to the parent unless he/she has authorized the Institute in writing to transfer the proceeds directly to the student for whom the loan is made. Refund checks that are unclaimed after 240 days will be returned to the Department of Education.

The Institute does not require a student to take any action to obtain his or her credit balance. It is the sole responsibility of the Institute to pay all FSA credit balance within the 14-day regulatory time frame.

The Institute may use current year funds to satisfy prior award year charges for tuition, fees, room and board for a total that does not exceed \$200.

A separate Authorization is required from a student/parent in order for Pratt to hold the excess funds on a student's account to pay non-institutional charges, future semester institutional charges within the same award year the excess funds derived from (i.e. Excess funds derived from fall's Title IV funds to pay for spring's semester charges), and/ or to pay minor charges, not exceeding \$200, from a prior semester(s).

Students of parents who receive an FSA refund triggered by the disbursement of Title IV funds may still owe a balance to the Institute, most often related to a prior term or a subsequent withdrawal from some or all of their classes. Upon receiving a refund, students and/or parents should verify whether any outstanding balance remains on the account and determine how best to satisfy payment obligations - so as to avoid any holds or late payment fees being placed on the account.

Examples of FSA Credit Balance

The following example illustrates the difference between an FSA and Non-FSA credit balance:

Tuition	\$20,100	Tuition	\$20,100
Fees	\$1,000	Fees	\$1,000
Federal Aid	(\$25,000)	Federal Aid	(\$5,000)
Pratt Munson Scholarships	\$0	Pratt Munson Scholarships	(\$18,000)
FSA credit balance	(\$3,900)	Non-FSA credit balance	(\$1,900)

Non FSA Credit Balances and Refunds

If a student or parent overpays a student's account, related credit balances will be refunded to the student, regardless of the source of payment. Overpayments resulting from credit card transactions will be refunded to the original credit card from which the payment was made. EFT and wire transfers will be refunded to the original bank account from which the payment was made. All other non-FSA credit balances will be refunded by check. Non-FSA credit balances are generally refunded within 10-15 business days.

A student will be liable for any portion of a refund received, or greater, should there be any billing adjustments to a semester's registration, housing, meal plan, miscellaneous charges, and/or financial award amounts.