

## Notice to Residential Students on Fall 2020 Housing Charges

In response to the novel coronavirus, SMC has implemented a reopening plan with significant changes to the campus living and learning environment. The purpose of the plan is to keep all members of the campus community as safe as possible during this challenging semester. SMC's plan is guided by recommendations issued by the Centers for Disease Control and Prevention and by the South Carolina Department of Health and Environmental Control; however, the College cannot guarantee that students will not be exposed to COVID-19 or contract the disease while living on campus. Therefore, all residential students should understand that Spartanburg Methodist College does not require you to live on campus for Fall 2020, and you do so under your own volition. Please consider your options carefully and in consultation with your family.

Housing charges for Fall 2020 are \$4,950, which includes room and board from the time you move in until November 25 (the day all resident students are required to leave campus). Residence Halls will close on that date and will not reopen until January, 2021. Many colleges and universities have adopted a similar schedule to prevent returning students from spreading COVID-19 infections that were contracted while visiting their hometowns during Thanksgiving Break.

The college has a limited number of quarantine rooms. If a student must quarantine or isolate due to COVID-19, the following will apply:

- If quarantine space is available at SMC and a student chooses to quarantine or isolate at home, no adjustments to your housing charges will be made.
- If no quarantine space is available at SMC and you are required to return home to quarantine or isolate, the time you are absent from your residential hall will be credited to your account.

If the College is mandated to close by a governmental agency for a period of time or for the remainder of the semester, the College will credit your account for the days that are unused. No cash refunds will be issued in any of the above cases (unless required by Federal Title IV regulations) but credits will be issued to your account to use next semester. If you do not return to SMC, the credits will not be refunded.

The refund policy for **withdrawals** from college is in the College Catalog and provided here for reference. Please note this is only applicable when a student **withdraws** from college.

*Eric A. McDonald*

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Executive Vice President of Business Affairs

## REFUND POLICIES

### On-Campus Undergraduate Program

Spartanburg Methodist College considers the enrollment in at least one course as a contract binding the student for charges the entire semester. However, when **withdrawal** from school or a class becomes necessary, reduction in charges (tuition, mandatory fees, Room & Board) will be made according to the following scale:

<b>Length of Enrollment (Week runs from Wednesday – Tuesday)</b>	<b>Percentage of charges refunded</b>
1st week of the semester	100%
2nd week of the semester	75%
3rd week of the semester	50%
4th week of the semester	25%
After the 4th week	0%

No refund will be issued to students compelled to leave school for disciplinary reasons.

No refund will be issued for Book Fees and textbook rentals must be returned in order to prevent further charges from accruing.

On-campus students must contact the Registrar's Office prior to initiating a withdrawal from the college. No financial adjustments will be made if the student fails to withdraw properly, and a grade of F will be assigned for each course not successfully completed.

A permanent withdrawal during an academic award period may reduce or eliminate financial aid or VA assistance and/or eligibility and require that all or part of the assistance received be refunded to the lender. Students who receive Title IV financial assistance are subject to refund policies for their financial aid that are different from the one described above. When a student withdraws, a refund calculation which determines the amount of Title IV aid earned will be used to determine the amount of funds that must be returned to the sources for students who withdraw before the sixty percent (60%) completion point of any semester. The actual withdrawal date is the date the student begins the official withdrawal process. The Financial Aid Office determines a student's withdrawal date when the student submits the completed withdrawal form to the Registrar's Office. A federal aid recipient who does not officially withdraw from a term is considered to be withdrawn if the student does not complete all days he/she is scheduled to complete or receives non-passing grades in all courses. In such cases, the last day of an academically-related activity will be used for calculating the amount of aid to be returned.

Refunds calculated are returned to sources in the following order:

1. Loan proceeds
2. Grant proceeds
3. Other federal, state, private, or institutional sources of aid.

Students receiving financial assistance may be required to repay an appropriate amount of the assistance advanced for the semester of withdrawal.