

Berkeley College  
Overview

Academic Programs

Admissions and  
Finances

Administration,  
Faculty, and Staff

Contact Us

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page.

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## Other Financial Aid Policies

**Student Loan Code of Conduct:** As a participant in federal student loan programs, Berkeley College is required to maintain a code of conduct for all personnel involved in the financial aid process. The College supports and adheres to the principles articulated in the federal Higher Education Opportunity Act as well as applicable state laws and regulations. Those principles require financial aid professionals to act with honesty and integrity and to avoid conflicts of interest. The Berkeley College Student Loan Code of Conduct is available on the College website at [BerkeleyCollege.edu/Compliance](http://BerkeleyCollege.edu/Compliance) or in the Financial Aid Office at each location.

**Leaves of Absence:** For purposes of student financial aid, a student granted a leave of absence is considered to have withdrawn from the College. Any overpayment of institutional charges will be refunded in accordance with federal regulations. Other than as prescribed in the [Tuition Freeze Policy](#), a student returning from a leave of absence will be charged the prevailing rate of tuition.

**Withdrawals from the College:** Financial aid will be adjusted based on the withdrawn student's last recorded date of attendance. Eligibility for disbursement of federal and state funds will be recalculated as of that date in accordance with federal and state regulations. Refunds will be made according to the federal refund allocation schedule. Students who withdraw or are dismissed after the 60 percent point (week seven) of the quarter will retain 100 percent of their federal awards.

Institutional aid will not be refunded. Berkeley institutional aid awards are earned ratably during the quarter.