

Return of Title IV Funds

In accordance with Federal regulations, those students who receive federal financial aid and officially withdraw from the College (all classes) during the first 60% of a term will have their federal financial aid adjusted. Schedule adjustments during drop/add periods are not considered withdrawals. A student may withdraw prior to the last day of class before any final exams for any semester or term. These dates are published on the College schedule and calendar. Students withdraw via the online process. It is the student's responsibility to know the dates, process, and consequences for withdrawing.

The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date at which the last date of attendance as reported by the instructor is used.

Students who do not follow the official withdrawal procedure, but who stop attending classes for all of their courses, will be considered to have withdrawn at the 50% point of the term unless attendance is documented after that time. Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60% of the term.

A student who receives all "F"s or all "W"s, and whose last day of attendance was before the 60% date of the term, will have their federal aid adjusted as stated previously.

The Banner system will be used to determine the amount of federal funds to be returned based on the official withdrawal record. Once calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

Students who completely withdraw from the College may owe a repayment of federal financial aid funds to the College. If necessary, students will be billed by the Business Office. A return of Title IV aid may result in a hold on the student's account, preventing the student from enrolling in additional classes and being eligible for federal aid until the balance on the account is paid. Students may also be eligible for a waiver of the return of federal money which would result in no hold and no balance due. Complete withdrawals may result in future Title IV eligibility.