

## **Northeast State Community College**

Return of Title IV Funds Policy 2016 – 2017

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**THIS POLICY SHALL APPLY TO ALL STUDENTS AT NORTHEAST STATE WHO RECEIVE FINANCIAL AID FROM TITLE IV FUNDS AND WHO TOTALLY WITHDRAW, DROP OUT, OR STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING.**

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their aid recalculated based on the percent of the term they completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned. Read this policy carefully. If you are thinking about **withdrawing from all classes or have stopped attending all classes (unofficial withdrawal) PRIOR** to completing 60% of the semester, please **CONTACT** the Financial Aid Office to see how your withdrawal will affect your financial aid and your possible repayment.

“Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes: Federal Pell Grants and Federal Supplemental Education Opportunity Grants (FSEOG).

Unofficial Withdrawals: Unofficial withdrawal occurs when a student ceases attendance in all registered classes for a specified term but does not complete the official withdrawal procedures. The withdrawal date determined for unofficial withdrawals is the last date of attendance as reported by instructors electronically.

A student’s withdrawal date is:

- The date the student began the institution’s withdrawal process (as described in Northeast State’s Class Schedule) or officially notified the institution of intent to withdraw; or
- The midpoint or later date of the period for a student who stops attending all classes without notifying the institution; or
- Student’s last date of attendance at a documented academically-related activity.

**Exception:** For veterans receiving veteran’s benefits the date of withdrawal will be the last date of attendance or date of the last documented academically-related activity. The withdrawal date for students who withdraw prior to the census date is the last date of attendance or date of the last documented academically-related activity.

Students may drop classes on the MyNortheast Notification or a withdrawal could be in writing and addressed to the Admissions and Records Office in P204.

Refunds on all institutional charges (tuition and fees and books if charged) will be calculated using the state refund policy published in Northeast State’s Class Schedule. Refunds calculated by Northeast State as the result of students who drop classes but who do not totally withdraw from the institution will be returned to the student.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned first by Northeast State from the student's account to the appropriate programs (Federal Pell Grant or Federal SEOG).

**\*\* Amounts to be returned by the student to federal grant programs will be reduced by 50%.**

A student does not owe a repayment if the original grant overpayment is \$50 or less.

The Financial Aid Office will notify the student of the amount of repayment within 30 days of determining the student's withdrawal. The student has 30 calendar days after notification to make a repayment in full or make satisfactory repayment arrangements with Northeast State's Business Office.

If the student does not repay the entire amount or make satisfactory repayment arrangements within the time allotted, any repayment owed will be sent to the U.S. Department of Education for collection. The student then has the opportunity to repay or make satisfactory repayment arrangements with the U.S. Department of Education. **STUDENTS WHO HAVE NOT REPAYED OR MADE ARRANGEMENTS TO REPAY WILL BE INELIGIBLE FOR TITLE IV AID AT ANY COLLEGE/UNIVERSITY.**

**Examples: ANDREA ENROLLED FOR 12 HOURS FALL SEMESTER; CLASSES STARTED AUGUST 25 AND ENDED DECEMBER 14; THERE ARE 112 CALENDAR DAYS IN THE SEMESTER; TUITION AND FEES ARE \$1,908; SHE RECEIVED A TOTAL OF \$3,265 (Federal PELL \$2,865 AND FSEOG \$400).**

- If she totally withdraws September 15 – she has completed 22 days; 19% of the term was earned. Northeast State would have to return \$1,534 to Federal Pell; Andrea would have to repay \$0 to the U.S. Department of Education.
- If she totally withdraws October 12 – she has completed 49 days, 43% of the term was earned. Northeast State would have to return \$1,072 to Federal Pell; Andrea would have to repay \$0 to the U.S. Department of Education.
- If she totally withdraws on October 29 – she has completed 66 days; 58% of the term was earned. Northeast State would have to return \$784 to Federal Pell; Andrea would have to repay \$0 to the U.S. Department of Education.
- If she totally withdraws on November 1 – she has completed 69 days; 61% of the term was earned; no refunds or repayments are due.

**NOTE:** Students are responsible for making any federal grant repayments. **THEY MUST ALSO REPAY NORTHEAST STATE FOR ANY FUNDS RETURNED TO THE U.S. DEPARTMENT OF EDUCATION ON THEIR BEHALF.** Students may submit a written appeal for a refund to the school's Business Office for extenuating circumstances surrounding their withdrawal from school. For more information about the college's refund policy, please see the "Refunds" section of the college catalog and student handbook at [www.NortheastState.edu](http://www.NortheastState.edu).

**Worksheets for these calculations are available upon request in the Financial Aid Office.**