

## **Withdrawal Policy**

Any student who receives federal financial aid funds and withdraws from the University during that same semester is subject to **Return to Title IV Funds** calculation. This also applies to any student who receives federal financial aid funds and unofficially withdraws (does not earn a passing grade in any course attempted.) The calculation of the return of those funds may result in the student owing a balance to the university. Also any future aid will be canceled. For any withdrawal prior to the 12th class day, all state and institutional aid will be canceled.

Withdrawing from classes also impacts students Satisfactory Academic Progress standing and may cause them to become ineligible for future financial aid. Any changes to enrollment should be discussed with a financial aid counselor.

## **Return to Title IV Funds**

Federal regulations require a refund calculation for all students receiving Federal Title IV Funds who officially or unofficially withdraw from the university.

When students officially withdraw, the length of time during which a refund must be calculated is up to 60 percent of the payment period (semester). If a student withdraws or cancels enrollment on or before the 60 percent point in time, all or a portion of Title IV Funds (Pell Grant, Federal Supplemental Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Subsidized, Unsubsidized, and Federal PLUS Loans) awarded to a student must be returned according to provisions of the Higher Educational Act Amendment of 1998. Also, any future aid will be canceled.

If a student unofficially withdraws, or stops attending classes without notifying the University, or if a student does not earn a passing grade in any class during a semester in which they received financial aid, the Office of Scholarships and Financial Aid must return all or a portion of aid that was disbursed. Students may be required to provide official documentation proving that they participated in an academically related event during the semester in order to show that they earned Title IV aid. A calculation of earned aid will be processed based on acceptable documentation. If no acceptable documentation is provided the University will use the mid-point of the semester as an estimated withdraw date.