

RETURN OF TITLE IV FUNDS FOR COMPLETE & UNOFFICIAL WITHDRAWALS

This policy applies to students who are eligible for Title IV funds and withdraw or stop attending the College. In accordance with this policy and applicable federal rules, the College determines a student's amount of Title IV funds earned for the period prior to withdrawal and the amount of Title IV funds that was unearned and must be returned to the Title IV federal financial aid programs.

In order to calculate the amount of Title IV funds that must be returned, the College must use the following procedures:

(1) Determine the student's Withdrawal Date

At CCS a student's Withdrawal Date is the student's last date of academic attendance:

Official withdrawals are those in which the student completes official withdrawal paperwork with Academic Advising and Registration (AARO). For official withdrawals, once the student has signed the official withdrawal form, the College will use official attendance records to determine the student's last date of academic attendance (the student's Withdrawal Date).

Unofficial withdrawals are those in which the student simply ceases attendance in all courses without notifying CCS. For unofficial withdrawals, the College each week will use official attendance records to identify unofficial withdrawals and determine the student's last date of academic attendance (the student's Withdrawal Date).

(2) Determine the percentage of the payment period completed by the student.

To determine percentage of the payment period completed by the student, the Financial Aid Office must divide the total number of calendar days in the payment period into the total number of calendar days completed as of the student's Withdrawal Date. The total number of calendar days in the payment period includes all days within the payment period that the student was scheduled to complete, except any breaks of at least five consecutive days, as are published in the academic calendar. The total number of calendar days does not include any days for which the student was on a leave of absence.

(3) Calculate the Percentage of Title IV Funds the Student Earned

If a student has completed more than 60 percent of the payment period, the student has earned 100 percent of the Title IV funds awarded for that payment period. The student may keep 100 percent of the Title IV funds awarded to the student for that payment period.

If a student has completed 60 percent or less of the payment period, the Financial Aid Office must calculate the percentage of Title IV funds the student may keep by multiplying the percentage of the payment period completed as of the date of withdrawal by the total amount of Title IV funds awarded to the student for the payment period.

(4) Calculate the Amount of Title IV Funds That Must Be Returned.

The total amount of Title IV aid to be returned (“unearned Title IV funds”) equals the amount of Title IV aid disbursed as of the student’s Withdrawal Date (as determined by the College) minus the amount of Title IV aid earned by the student, calculated as described in section 3 of this policy. All unearned Title IV funds must be returned to the appropriate Title IV financial aid program by either the College or the student.

(5) Determine the amount to be repaid to the Title IV federal financial aid programs.

(a) The College is required to return the lesser of (i) the total amount of unearned Title IV funds; or (ii) an amount equal to the institutional charges incurred by the student during the payment period multiplied by the amount of unearned Title IV financial aid. “Institutional charges” are defined as tuition, fees, and other educationally related expenses.

(b) The student must repay any Title IV loan funds in accordance with the terms of the loan and must repay to the College (which will return to the Department of Education) any Title IV grant program funds in accordance with the terms of the grant. As indicated below, the College will notify the student regarding his or her repayment obligation. A student is not required to repay the portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was or could have been disbursed to the student for the payment period. In addition, a student is not required to repay, with respect to any grant program, a grant overpayment amount of 50 dollars or less that is not a remaining balance.

(6) Title IV funds must be returned to the appropriate federal financial aid program in the following order:

- (a) Federal Direct Unsubsidized Loans;
- (b) Federal Direct Subsidized ;
- (c) Federal Perkins Loans;
- (d) Federal Direct PLUS or GRAD PLUS Loans;
- (e) Federal Pell Grants;
- (f) FSEOG Program aid.

(7) The required timelines for returning Title IV funds are:

(a) The College must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date the College determined that the student withdrew.

(b) Within 30 days after the student's Withdrawal Date, the Financial Aid Office will notify the student of his or her repayment obligation.

(8) Treatment of Post-Withdrawal Disbursements:

(a) If the total amount of Title IV assistance that the student earned is greater than the total amount of Title IV assistance that was disbursed as of the student's Withdrawal Date, the difference is treated as a post-withdrawal disbursement.

(b) A post-withdrawal disbursement must be made from available grant funds (e.g., Pell Grant funds) before available loan funds (e.g., Direct Loan funds). The Financial Aid Office will credit a student's account with a post-withdrawal disbursement for current charges for tuition and fees up to the amount of outstanding charges. If loan funds are used to credit the student's account, the Financial Aid Office must obtain confirmation that the student still wishes to have the loan funds disbursed, as described below. The College must disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to a student's account. The College must make the disbursement as soon as possible but not later than 45 days after the date of the institution's determination that the student withdrew.

(c) If a credit balance is due to the student, the Financial Aid Office will offer the additional funds to the student within 30 days after the student's Withdrawal Date by providing written notification to the student. The written notification shall:

(1) Request confirmation of any post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account, identifying the type and amount of those loan funds and explaining that the student may accept or reject some or all of the post-withdrawal disbursement;

(2) Request confirmation of any post-withdrawal disbursement of loan funds that the student wishes to receive as a direct disbursement, identifying the type and amount of Title IV funds that make up the post-withdrawal disbursement and explaining that the student may accept or decline some or all of the post-withdrawal disbursement;

(3) Explain that a student who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may

not receive any of those loan funds as a direct disbursement unless the institution concurs;

(4) Explain that the student has an obligation to repay any loan funds disbursed as a post-withdrawal disbursement; and

(5) Advise that no post-withdrawal disbursement will be made to the student if the student does not respond within 14 days after the date that the Financial Aid Office sent the notification.

(d) If the student timely requests the funds, the Financial Aid Office will disburse the funds in the manner specified by the student as soon as possible but in any case within 180 days after the student's Withdrawal Date.

If a student submits a late response, the Financial Aid Office will inform the student in writing concerning the outcome of the post-withdrawal disbursement request. If a student does not respond to the notice, no portion of the post-withdrawal disbursement will be disbursed.

(e) The Financial Aid Office will document in the student's file any notification made regarding the student's right to cancel all or part of any loan funds or the student's right to accept or decline loan funds, and the final determination made concerning any disbursement.