



## Clovis Community College

### **RETURN TO TITLE IV POLICY FOR STUDENTS WHO WITHDRAW FROM CLASSES**

In accordance with Public Law 105-244 students who receive federal financial assistance and withdraw from all of their classes before completing 60% of the semester will be required to return any unearned federal funds. The amount of the return will be calculated on a pro-rata basis. Federal Work Study earnings are excluded from the calculation. Clovis Community College does not match FSEOG funds so only the federal portion of FSEOG will be included in the calculation.

Since Clovis Community College is not required to take attendance, a student's withdrawal date for the return of Title IV calculation will be:

- The date the student provides notification, orally or in writing, to the Admission's Office that he or she intends to withdraw, or
- The midpoint of the semester for students who do not officially withdraw, or
- The date posted by the instructor on the Last Day Attended field, if populated, or
- The date the instructor or student dropped his/her courses in WebAdvisor.

The Admissions Office will notify the Financial Aid Office of any student who officially withdraws. The financial aid office also regularly runs a report to monitor students who have dropped to zero units. The Financial Aid Office will return any funds due from the institution while simultaneously notifying the student of any funds he/she may owe or offer the student any post withdrawal disbursement of aid they may be eligible to receive. This process will occur within 45 days of notification or within 45 days of the student appearing on the zero unit report or within 45 days of final grade report for any student with zero units or all F grades. For students who do not officially withdraw, final grade reports will be used to determine the withdrawal date and Clovis Community College will return funds and notify students within 45 days of receipt of final grades. For purposes of Title IV, students who receive Fs in all classes will be considered withdrawn at the 50% point of the semester, unless they can produce verification from faculty that they attended an academic activity after the 60% mark and earned their F.

The percentage of Title IV aid earned will be calculated by using the Return of Funds Calculation screen in our computer system.

The amount the college returns will be subtracted from the total sum that must be returned and the balance will be due from the student. The College will return funds to the appropriate program in the following order:

- Unsubsidized Federal Direct student loan
- Subsidized Federal Direct student loan
- Parent Federal Direct PLUS loan
- Federal Pell Grant
- Federal SEOG grant

The student will be responsible to return unearned funds in the same priority listed above. However, students who have loans will return funds in accordance with the terms of the promissory note and grant funds to be returned will be reduced by 50%. If a student owes \$50 or less, an overpayment will not be reported. The institution will charge the student the amount the institution is responsible for returning.

The student will have 45 days from the day they are notified by the college to repay the unearned Title IV aid in full, or to set up a satisfactory repayment arrangement with the Clovis Community College Business Office. If payment has not been received, the student portion will be referred to borrower services and the student will be responsible for setting up a satisfactory repayment arrangement with the Department of Education. Grant overpayments will be reported to the National Student Loan Data System (NSLDS) marked with the appropriate flag corresponding to the action taken by the student. This report will take place within thirty days after:

- The student signs a satisfactory repayment agreement;
- The student fails both to repay the overpayment and to enter into a repayment arrangement with the college within the 45-day period
- The student fails to meet the terms of the agreement signed by the college

To determine if a student was eligible to receive Title IV funds even though none were disbursed, the cash management rules of 668.164 (g)(2) will be applied. The criteria to be considered an eligible student are as follows:

- The College must have received a valid ISIR having an official calculated EFC while the student was still enrolled at Clovis Community College
- For Direct Loans, the school must have certified the loan application and the first-year, first-time borrower completed the first thirty days of the semester
- FSEOG awards are only considered if the student was actually awarded the grant

When the determination is made that the student did not receive all of the earned Title IV aid and the withdrawal date has been determined, the Financial Aid Office will send the student a letter offering the financial aid that was not yet disbursed (post withdrawal disbursement). The student will be instructed to respond to the letter within 14 calendar days indicating whether or not the student wants the funds. If the student requests that the earned Title IV aid be disbursed, a check will be ordered and disbursed to the student within 90 days of the college's determination that the student withdrew.