RETURN OF TITLE IV POLICIES AND PROCEDURES

Failure to read these policies, terms, and conditions does not exclude students from the requirements and regulations.

These policies are implemented in accordance with the United States Department of Education’s federal guidelines governing Title IV aid, 34 CFR 668.21 and 668.22, as well as state and institutional policies. This policy shall apply to all students receiving Title IV assistance including Federal Pell Grants, Federal Supplemental Education Grants (SEOG) and Federal Direct Stafford Loans (Unsubsidized and Subsidized).

Students are awarded Title IV assistance under the assumption that the student will attend the entire period for which assistance is awarded. If a student withdraws officially, unofficially (ceases attendance in all registered courses for a period of enrollment without completing the official withdrawal process), or never attends, they may no longer be eligible for the amount of aid originally awarded or disbursed.

REFUND POLICY

Refunds on all institutional charges will be calculated by the Cashier’s Office in accordance with the Walters State institutional refund policy as stated in the WSCC Online Catalog/Student Handbook under “Cost” and applied directly to the student account. Also, refer to the Timetable of Classes – Fee/Refund information section.

REPAYMENT POLICY

Students that withdraw or cease attendance during a payment period or period of enrollment in which they began attendance are subject to a Return of Title IV calculation. A school must determine what portion of Title IV assistance is earned by the student. A pro-rated schedule is used up through the 60% point to determine the amount the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the funds received or applied to the student account.

A student may be eligible to receive a post-withdrawal disbursement if the portion of assistance earned is greater than the amount disbursed. If the calculation determines that a student is eligible to receive a post withdrawal disbursement, the student will be notified within 30 days of determining the student’s withdrawal. The student will then have 14 days to respond to the financial aid office. Failure to respond will result in no portion of the post-withdrawal disbursement being disbursed to the student account.

If the calculation reveals that the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. The funds will be returned to the Federal Programs in the following order:

1. Unsubsidized Direct Federal Loan
2. Subsidized Direct Federal Loan
3. Federal Pell Grant
4. Federal SEOG

The portion of unearned Title IV assistance is calculated by using a federally mandated formula as provided to the institution by the Department of Education. Institutions are obligated to return these funds, including those that may have previously been applied to the student account for institutional charges. Students are also obligated to return unearned funds beyond the institutional portion to the Department of Education. Factors considered in the formula include the amount of Title IV assistance received or eligible to receive, institutional charges, number of days in the payment period and withdrawal date.

The withdrawal date as determined by the institution is: a) The date the student began the official withdrawal process or provides official notification to the school of his or her intent to withdraw (see WSCC Online Catalog/Withdrawals and Honorable Dismissals) or b) The midpoint, or last date of attendance of an academically related activity past the midpoint, for a student who ceases attendance without providing official notification or unofficial withdrawal.
The amount of unearned assistance is then determined by subtracting the percentage earned \((\text{number of days attended divided by the number of days in the period})\) from 100%. No program can receive a refund if the student did not receive aid from that program. All repayments equal to or less than $25 will be forgiven.

The Financial Aid office will notify the student within 30 days from the point that a determination has been made regarding the withdrawal status of a student. All correspondence from the Financial Aid office will be submitted electronically to the student email account via Star_Mail.

Students must repay Walters State for any funds returned to the Department of Education on their behalf. All recipients who owe a repayment are immediately placed on a WSCC hold system. This stops all future transactions at WSCC until the student repays their obligation or makes satisfactory payment arrangements.

Failure to make satisfactory payment arrangements on any student portion of unearned funds will result in this amount being turned over to the Department of Education for collection. Students that fail to contact the Department of Education (1-800-621-3115) to repay their obligation or make satisfactory repayment arrangements will become ineligible to receive Title IV assistance at any eligible higher educational institution.

**Students are encouraged to contact the Financial Aid Office prior to withdrawing from any course to determine how the withdrawal will impact their financial aid and future eligibility.**

*All other aid recipients are subject to the policies of the appropriate governing agency.*

**APPEALS**

Students may submit an appeal for repayment on the basis of uncontrollable, unforeseen, life and death situations only. Examples: Death of Recipient, diagnosis of cancer after term starts and student withdraws due to treatments; student involved in car accident, in intensive care and unable to attend; etc.

1. The appeal must be submitted in writing to the Financial Aid Office one week prior to the repayment deadline.
2. All appeals must be accompanied by valid supporting documentation including medical records, police reports, etc.
3. An appeal for repayment must be submitted separately from an appeal for Satisfactory Academic Progress.
4. Repayments already submitted to the Department of Education cannot be appealed to Walters State.