

## **Repayment of Financial Aid Funds 2014-2015**

Students who formally or informally withdraw from all of their classes (this includes students who completed an early start class and/or courses arranged in modules) on or after the first day of the quarter, and students who complete zero credits, may owe a repayment of a portion of the financial aid funds they received for the quarter. This policy does not apply to work-study earnings.

### **How the Date of Withdrawal is Determined**

The date of withdrawal used to determine whether or not a student owes a repayment of financial aid funds, and the amount of the repayment, is determined by:

For students in programs in which an outside entity requires attendance to be taken:

- ✓ The last day the student attended a class

For all other students:

- ✓ The date the student notified the Registrar's Office of the intent to withdraw
- Or
- ✓ If the student did not notify the Registrar's Office of the intent to withdraw, the last date of attendance is determined as followed:
  - ✓ If all instructors reported a last day of attendance to the Registrar's Office, the latest date a student attended a class will be used as the last date of attendance.
  - ✓ If no instructors reported a last day of attendance to the Registrar's Office, it will be assumed that the student did not attend and 100% of federal and state grants disbursed must be repaid to the college.

### **Institutional Refund Policy**

#### Fall, Winter, Spring and Summer

Withdrawal resulting from classes canceled by District:	100%
Before the first day of the college quarter:	100%
During the first five (5) instructional days of the college quarter:	100%
From the sixth (6) instructional day through the twentieth (20) calendar day of the college quarter	50%
No refunds after the first twenty (20) calendar days of the college quarter	

When students completely withdraw from their classes during the 50% refund period, tuition and allowable fees are reduced by the amount of the institutional refund. For example, if a student makes a complete withdrawal during a 50% refund period, the student's tuition and allowable fees are reduced by 50%.

Institutional refunds will be used to repay financial aid funds in the following order: 1) Pell Grant, 2) Supplemental Educational Opportunity Grant, 3) State Need Grant, 4) Other State Aid Programs, and 4) any other aid sources.

## How the Federal Repayment Amount is Determined

Under the federal government's "Return of Title IV Funds" policy, students are considered to have "earned" the percentage of their Title IV aid (e.g., Federal Pell Grant and Federal Supplemental Educational Opportunity Grant) that equals the percentage of the quarter completed in calendar days. For example, if a student completely withdraws from classes after completing 10% of the quarter, that student has "earned" 10% of their Title IV aid. The other 90% of the Title IV aid is considered "unearned."

Students who complete more than 60% of the quarter prior to withdrawing are considered to have earned 100% of their Title IV aid, and therefore no repayment amount is calculated.

## Total Repayment Amount

The total repayment amount is determined by multiplying the percentage of "unearned" aid by the amount of Title IV aid received.

$$\begin{array}{c} \text{percentage of "unearned" aid} \\ \times \text{ the amount of Title IV aid} \\ \hline \text{received} \end{array}$$

Once the total repayment amount has been calculated, the next step is to determine the following:

- ✓ the school's share of the repayment amount
- ✓ the student's share of the repayment amount
- ✓ the amount a student must pay to Cashiering for tuition and fees as a result of the school's share of the repayment

## School's Share of the Repayment

The school's share of the repayment is determined by multiplying the percentage of "unearned" aid by the amount of the student's tuition and fee charges for the quarter.

$$\begin{array}{c} \text{The lesser of:} \\ \\ \text{aid} \quad \text{percentage of "unearned"} \\ \quad \times \text{tuition and fee charges} \\ \\ \text{Or} \end{array}$$

If the school's share of the repayment is equal to or less than the amount of Title IV aid used to pay tuition and fees, the repayment will be made using the Title IV funds that paid tuition and fees. If the school's share of the repayment is greater than the amount of Title IV aid used to pay tuition and fees, any amount owing in excess of the Title IV aid that paid tuition and fees will be paid by the school and the student billed.

## Student's Share of the Repayment

The student's share of the repayment is determined by subtracting the schools share

from the total repayment amount. Then determining the Title IV grant protection by finding the total federal aid that was and could have been disbursed and multiplying by 50%, then subtract the protected amount from your previous calculation to determine the students share of the repayment.

**Title IV grant funds total repayment amount -  
The schools share of the repayment –  
50% x Title IV grant aid that was and could have  
been disbursed**

Students who owe a "student's share of the repayment" will receive a bill from the Financial Aid Office and must make their payment to the Financial Aid Office. Until the bill is paid or satisfactory payment arrangements are made, the student will not be allowed to register for classes. After 45 days without either a full repayment or a satisfactory repayment agreement, the debt will be reported to a federal financial aid data base.

## Students May Owe a Balance Owing at Cashiering

If students received Title IV aid and the school's share of the repayment is greater than the amount of the institutional refund, the student will owe a balance at Cashiering. For purposes of repayment of financial aid, the institutional refund is calculated by multiplying the amount of "refundable" tuition and fee charges paid by Title IV funds by the institutional refund percentage.

**school's share of the  
repayment  
institutional refund**

Students who owe a balance to Cashiering for their tuition and fees will be billed by the Business Office. Until the bill is paid, students will not be able to register for classes or obtain copies of their academic transcripts. Students will be responsible for all collection costs and fees and may be referred to a collection agency.

If Title IV aid paid all or a portion of tuition and fees and the school's share of the repayment is less than or equal to the amount of the institutional refund, the remainder of the institutional refund will be used to repay other financial aid funds in the following order: Tuition Waiver Grant, Washington State Need Grant, SCCC Grant.

## Exception to the "Return of Title IV Funds" Policy

If a student whose tuition and fees are paid in full withdraws from all of his/her classes after 60% of the quarter (in calendar days) has passed, the "Return of Title IV Funds" policy does not apply. The student will not owe a repayment to the Financial Aid Office, nor will he/she owe Cashiering for a portion of tuition and fees.

For the 2014-2015 year, financial aid recipients can make a complete withdrawal and not owe a repayment of financial aid funds from:

Fall 2014	November 09, 2014 – November 14, 2014
Winter 2015	February 22, 2015 – February 27, 2015
Spring 2015	May 21, 2015 – May 29, 2015
Summer 2015	July 31, 2015 – TBA

## **Post-Withdrawal Disbursements**

Students who are eligible to receive Federal Financial aid funds, but who did not receive their aid prior to making a complete withdrawal, may be eligible to receive a disbursement of financial aid funds, even though they have withdrawn. This is referred to as a “post-withdrawal disbursement.” To be eligible to receive a post-withdrawal disbursement, students must have a complete financial aid file in the Financial Aid Office and meet all eligibility requirements. Students who are eligible to receive a post-withdrawal disbursement will be notified in writing by the Financial Aid Office and will have 14 days to respond to the notice.

## **How the State Grant (Washington State Need Grant, College Bound Scholarship and Passport Promise Scholarship) Repayment Amount is Determined.**

If a student’s last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed.

**State grant repayment formula: Known last date of attendance, prior to or on 50% of the term**

- 1. Days in attendance divided by calendar days in term = % of State Grant earned**
- 2. 100% - % of State Grant earned = % of unearned State Grant**

**If the last date of attendance occurs after 50% of the term, the state grant award is considered 100% earned and no state grant repayment is due.**

**State grant repayment formula: Unknown last date of attendance**

If no attendance is reported to the Registrar’s Office, it must be assumed that the student did not attend and 100% of state grants disbursed must be repaid to the college.

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

Calculation worksheet examples are available upon request from the Financial Aid Office.