



WITHDRAWAL INFORMATION

To officially withdraw from classes, you should notify your instructor. Your instructor will process a Student Information Update form, (SIU) which updates all the relevant departments of your withdrawal information.

Financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of funds the student was originally scheduled to receive. This is also applicable if the student ceases attendance for any reason prior to completing the clock hours in the payment period for which assistance was awarded.

This includes students who complete their program early.

The school also reserves the right to administratively withdraw students (e.g., for poor attendance, academic issues, disciplinary problems, etc.).

Using the student's withdrawal date, which is either the last date of attendance in a school-related activity or the date the student notified the school of his/her intent to withdraw (whichever comes first), the institution will determine how much of the payment period you were scheduled to complete. If you withdraw prior to completing more than 60% of your payment period, the institution will determine the amount of federal student aid that was unearned. If the total amount of Title IV assistance you earned is less than the amount disbursed to you, the difference must be returned to the Title IV program in a specified order. The specified order: 1. Unsubsidized Stafford Loan, 2. Subsidized Stafford Loan, 3. Pell Grant.

If you completed more than 60% of the pay period you were paid for then you are said to have earned all of the federal assistance paid. If you withdraw prior to aid being disbursed, a post withdrawal calculation will be done to determine if you are due any federal funds.

In most cases, the school may have to repay the unearned financial assistance to the appropriate program. The school will bill you for any money you owe as a result. In other cases, you (the student) may owe money directly to the government program (e.g., the Federal Pell Grant program). If you (the student) owe money back on a Federal Student Loan you will repay it through the terms of the Master Promissory Note. If you do not pay the money (Pell) within the allotted time, the overpayment may be transferred to the Debt Collection Services Department at the Department of Education. You will not be eligible for further federal aid until the overpayment is resolved.

To determine the amount of money that must be repaid, the institution will calculate how many hours you were scheduled to complete at the time of your withdrawal and divided this by the number of hours in the payment period. The amounts returned are determined by the calculation results in the Return of Title IV Calculation.

Student signature

Date