

## **Withdrawal and Repayment Policy**

Cuyahoga Community College's Student Financial Aid office encourages its students to read and understand the withdrawal and repayment policy carefully. These policies affect your financial responsibility should you change your enrollment status. Students who are considering a withdrawal from all classes should contact their campus Student Financial Aid office to determine how that change in status will affect their aid. As financial assistance funds are paid based on a student's attendance, any change in status may cause financial aid funds to need to be repaid. The college understands that unforeseen events may occur in student's lives that result in a student's withdrawal from school. Due to these situations, it is very important that students understand this policy and follow the appropriate steps to withdraw when necessary.

### **Withdrawal Policy**

#### **Federal Regulations:**

- Students who receive Federal Title IV financial aid and withdraw from school during the period of enrollment in which they began attendance must return the percentage of unearned funds to the Financial Aid program
- The Financial Aid office recalculates the amount of Financial Aid a student is authorized when a student officially withdraws from the college or stops attending classes prior to completing more than 60% of a term.
- A student who changes their enrollment status within the first 14 days of classes will have their financial aid adjusted accordingly and will be responsible for any balance on the student's account created by the enrollment status change.
- A student who completes 60% of the period of enrollment has earned all of their financial aid monies.
- When a student officially withdraws from the school, the percentage or portion of the student's financial aid received, but not 'earned,' must be repaid.
- The Financial Aid office reviews records at the 60% completion portion of the semester. If a student has stopped attending all classes, even if they have not officially withdrawn, will have their aid reduced.
- **EXAMPLE:** A student who withdraws after completing 30% of the term will have 'earned' only 30% of Title IV Financial Aid, thus the remaining 70% must be returned to the federal government.

#### **Federal Title IV Funds include:**

- William D. Ford Direct Loans -- Subsidized and Unsubsidized Stafford Loans and PLUS parental loans for undergraduate students
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants
- Federal TEACH Grants/Loans

### **Cuyahoga Community College Withdrawal Policy**

- Students may withdraw from any semester course prior to the end of the twelfth week of the full term, or before 80% of any instructional part of term has passed.
- Specific withdrawal dates by term are available in any campus Admission and Records office, as well as online.
- Students must submit a completed withdrawal form by the withdrawal deadline, or follow the approved electronic process when available

### **Cuyahoga Community College Repayment Policy**

- Any money owed by a student due to a change in change in enrollment status must be repaid immediately to regain financial eligibility at Tri-C, or any other college, and to enroll for the subsequent term.
- Students will receive notification of their calculation of unearned Title IV aid from the Student Financial Aid office.
- Until such time as that balance has been paid, the student is considered to be in an overpayment status.
- Once an overpayment has been reported, payment arrangements may be made through the US Department of Education.