Students who withdraw from all classes before completing more than 60% of a semester will have their eligibility for financial aid recalculated based on the percentage of the semester completed. Any unearned financial aid will be returned to the appropriate funding program. Students considering withdrawal from all classes PRIOR to completing 60% of the semester are strongly encouraged to contact the Financial Aid Office to determine how withdrawal will affect current and future financial aid.

1. This policy applies to all students who withdraw, drop out, unofficially withdraw, receive all F’s, receive all F’s and/or W’s, or are expelled from WSCC and receive financial aid from Title IV funds:

   A. Title IV Funds include Federal financial aid programs authorized under the Higher Education Act of 1965, as amended, and include the following programs:
   B. A student’s official withdrawal date is the date the student began the institution’s withdrawal process as defined by the WSCC Registration office, officially notified the institution of intent to withdraw, the midpoint of the period for a student who leaves without notifying the institution, or the student’s last date of attendance at a documented academically related activity.

2. Refunds on all institutional charges, including tuition and fees, will be calculated using the required refund formula established by the U.S. Department of Education.

3. Title IV aid is earned in a prorated manner on a per-day basis up to and including the 60% point in the semester. Title IV aid and all other aid are viewed as 100% earned after completing 60% of the semester.

   A. The percentage of Title IV aid earned shall be calculated as follows:

   \[
   \text{Number of days completed by student} = \frac{\text{Percent completed}}{\text{Total number of days in semester/session}}
   \]

   *The total number of calendar days in a semester of enrollment excludes any scheduled breaks of more than five days.

   B. The percentage of Title IV aid unearned and returned to the appropriate program shall be 100% minus the percent earned.

   C. Unearned Title IV aid shall be returned to the following programs in the following order:
      1. Unsubsidized Stafford Loan*
      2. Subsidized Stafford Loan*
      3. Federal Pell Grant
      4. Federal SEOG
      *Loan amounts are returned within the terms of the master promissory note.
4. A notice of refund calculation will be sent in writing following the withdrawal.
   A. Students are responsible for any portion of their institutional charges that the college has to return to the federal aid program. Repayment arrangements may be made with the WSCC Business Office within thirty days to avoid further action.

5. If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, see Institutional Responsibilities – 6 A v. WSCC may use all or a portion of post-withdrawal disbursement including loan funds, toward current year tuition and fees. For all other school charges, the school needs student permission to use the post-withdrawal disbursement.

6. Institutional and student responsibilities regarding the return of Title IV funds.
   A. WSCC responsibilities include:
      i. Providing each student with the information given in this policy;
      ii. Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
      iii. Returning any Title IV funds that are due the Title IV programs will be processed as soon as possible but not later than 45 days after determining the student has withdrawn from the college.
      iv. Return of funds calculations resulting in a credit balance on the student’s account will be disbursed as soon as possible but not later than 14 days after calculation of the R2T4.
      v. Post-Withdrawal of grant funds will be disbursed within 45 days.
      vi. Post-Withdrawal of direct loan funds - written notification will be sent to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. If no response, WSCC will appropriately adjust Direct Loan amounts.
   B. The student’s responsibilities include:
      i. Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid.

7. The procedures and policies listed above supersede those published previously and are subject to change.

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