

Student Withdrawal and Return of Title IV Policy

The following governs the Return of Title IV funds disbursed to students enrolled at Western Piedmont Community College (WPCC). This policy applies to all students receiving Title IV funds who officially or unofficially withdraw from the College. Title IV funds include the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG).

1. During the first 60% of the semester, a student earns Title IV funds based on the length of time he or she remains enrolled. A student who attends beyond the 60% point of the semester earns 100% of their aid for the semester. If a student ceases to attend on or prior to the 60% point of the semester, the unearned portion of the Title IV aid must be returned to the Federal Student Aid program(s). Students who are attending classes after the dates listed below will earn 100% of their aid and will not be required to repay Title IV funds:
 - **Summer, 2022 – June 27, 2022**
 - **Fall, 2022 – October 25, 2022**
 - **Spring, 2023 – March 24, 2023**
 - **Summer, 2023 – June 27, 2023**
2. If earned aid exceeds the amount of aid disbursed, the student may be eligible for a post-withdrawal disbursement. Post-withdrawal disbursements may
 - Be credited to outstanding tuition and fees.
 - Be credited to other outstanding current year charges which the student authorized
 - Post-withdrawal disbursement funds remaining after all charges and outstanding balances have been deducted will be refunded to the student no later than 45 days after the date of the school's determination that the student withdrew.
3. Enrolled percentage is determined by the number of days in the semester (including weekends) divided by the number of days enrolled. Breaks that are a minimum of five days long (including weekends) are excluded from the calculation.
4. A student's withdrawal date is the student's last date of attendance at a documented academically-related activity.
5. For all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the College obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same period or period of enrollment.

A program is offered in modules if, for a payment period or period of enrollment, a course or courses in the program do not span the entire length of the payment period or period of enrollment. The determination of whether a program is offered in modules is made on a payment period or period of enrollment basis, as appropriate, and is student specific.

6. The return of Title IV formula assumes that Title IV funds are directly disbursed to the student only after all institutional charges have been covered, and that Title IV funds are the first to be applied to institutional charges. The institutional charges used in the calculation are the charges initially assessed the student for the entire semester. Initial charges are adjusted only for those changes made prior to the student's withdrawal (for example; a change in enrollment status unrelated to the withdrawal).
7. The responsibility to repay unearned aid is shared by WPCC and the student. The College's share is the lesser of:
 - The institutional charges multiplied by the percentage of aid that was unearned; or,
 - The total amount of unearned aid.
8. The student's share of unearned aid is the difference between the total unearned amount and the institution's share. The student will be notified of the overpayment within 30 days of the date WPCC determined that the student withdrew.

Funds are to be returned to the appropriate aid program within 45 days in the following order: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant.

If the aid to be returned is to one of the grant programs, the amount owed to the grant program is reduced by 50%.

The student will have 45 days from the date of notification of the Return to Title IV calculation to repay the funds. The funds are to be repaid to the WPCC Business Office.

If payment is not made within 45 days of notification, WPCC will submit the overpayment to the U.S. Department of Education. Once the overpayment is submitted to the U. S. Department of Education, the student will lose eligibility for Title IV assistance until a satisfactory repayment agreement is established. The student does not have to repay a grant overpayment of \$50.00 or less as the result of a total withdrawal.

9. The unearned portion of grant assistance repaid by WPCC is charged back to the student's account. These funds must be repaid to WPCC within 30 days of the date of notification. The student will not be allowed to register for classes or receive an official copy of his or her academic transcript until all funds are repaid.