

Withdrawing from Class

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RETURN OF TITLE IV FEDERAL FINANCIAL AID

Return of Title IV Federal Financial Aid is a federal law requiring students who receive federal grants or loans to repay the funds when the student withdraws (officially or unofficially) from courses covered by the aid. An official withdrawal is an instance in which a student withdraws from classes, receiving a grade of W. An unofficial withdrawal occurs when a student stops attending courses, drops out of school or receives grades of F, U or AW for some or all courses taken during a term. Students who never attended classes are considered "No Shows" and any aid received must be repaid. Students who fail to withdraw prior to the published drop date may also be responsible for 100% of the tuition and fee charges.

Withdrawing from classes can also result in a student becoming ineligible for financial aid in the future. See section on Satisfactory Academic Progress below.

AFFECTED FINANCIAL AID FUNDS

The repayment policy, established by the U.S Department of Education, affects students who have received assistance through the following financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Direct Stafford Subsidized and Unsubsidized Loans
- Federal Parent (PLUS) Loans



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DETERMINING REPAYMENT AMOUNTS

The repayment amount is based upon a formula set by the Department of Education. The more days the student participates in class, the less the overpayment amount. The formula is calculated by taking the total award amount, multiplied by the number of days the student completed, and then divided by the total number of days in the module.

FEDERAL PARENT PLUS LOANS

If the student's parent has borrowed a Federal Parent PLUS Loan on behalf of the student, who then withdraws from all classes, the same formula applies and the parent may be required to return some or all of the loan funds.

REPAYING OVERPAYMENT

If an overpayment of federal financial aid occurs, the student will be required to return the overpayment to the school. CCD will bill the student for the total overpayment. The student must repay the entire overpayment directly to the Cashier's Office within 45 days of being billed. Any unpaid balance will be reported to the U.S. Department of Education after 45 days, at which time, the student becomes ineligible to receive financial aid from any school until the funds are repaid in full.

PAYMENT OPTIONS

If a student owes money as a result of withdrawing from classes, they have the option of repaying the amount all at once or by working out a payment plan with the Cashier's Office. Please note that students will not be able to register for classes until the balance is paid in full. The Cashier's Office can be reached at 303-556-2075.

SATISFACTORY ACADEMIC PROGRESS

To remain in good standing for financial aid purposes, students must complete 67% of their overall attempted hours with a minimum cumulative GPA of 2.0. Students must also complete the degree or certificate program for which they're enrolled within 150% of the program length. For example, a student enrolled in a 60 credit hour degree may take an additional 30 credit hours to maintain 150% of the program's length. This process is known as Satisfactory Academic Progress (SAP).

When a student does not complete 67% of their attempted hours, receives less than a 2.0 GPA or does not complete their program within 150% of its length, the student is not making Satisfactory Academic Progress and may become ineligible to receive financial aid. Withdrawing from classes and/or receiving failing grades (F) will also impact a student's standing, and unsatisfactory progress could result in a financial aid alert, warning or a status of ineligible. Students are encouraged to view additional information about SAP at:

<http://www.ccd.edu/FinancialAid/Academic-Progress.aspx>

CALCULATING THE 67% COMPLETION RATE

1. Review transcripts, available on the student's CCDConnect account.
2. Review *Overall Attempted Credit Hours* (*Attempted Credit Hours* are defined as enrolled hours on or after the first day of classes. Courses in which students receive a grade of F, U, U/D, U/F, I, W, AW or AU are also counted towards hours attempted).
3. Review *Successfully Completed Credit Hours* (*Successfully Completed Credit Hours* are defined as completion of a course by the end of the semester in which a grade of A, B, C, D or S is received).
4. Divide the *Successfully Completed Credit Hours* by the *Overall Attempted Credit Hours* to obtain the completion rate percentage.

KNOW BEFORE YOU OWE

It is in your best interest to stay in school if at all possible. We realize circumstances sometimes occur making it necessary for a student to drop or withdraw from classes. However, before making that choice, **we highly recommend that you speak with a Program Advisor and a financial aid advisor.**

Financial aid has lifetime limits. When students withdraw, they are using funds that will not be available to them in the future that could have helped earn a bachelor's degree. It is best to complete attempted credits whenever possible.

CONTACTING THE FINANCIAL AID OFFICE

In-Person: Auraria Campus

Confluence Building, Room 120

Phone: 303-556-5503 **Fax:** 303-556-5458

E-mail: financialaid@ccd.edu

Hours: Mon. – Thurs., 8 a.m. – 5 p.m., Fri., 10 a.m. – 5 p.m.

US Mail: Financial Aid

Campus Box 206

P.O. Box 173363

Denver, CO. 80217-3363

CCD is an equal access, equal opportunity college. CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation.

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