

## ***Return of Title IV Aid Policy (R2T4)***

### **Repayment of financial aid funds policy**

South Seattle College students, who complete 0 credits, stop attending or officially withdraw from all of their classes, may owe a repayment of the Title IV funds received for the quarter. The amount to be repaid is based on the last date the student attended class, officially withdrew or notified South Seattle College of intent to withdraw.

### **Determining the withdrawal date**

#### ***Official Withdrawal Process***

- The date the student notified the Registration Office of the intent to withdraw, **OR**
- The last date of attendance at an academically-related activity if available.

#### ***Unofficial Withdrawal Process***

If the student didn't notify the Registration Office of the intent to withdraw, the last date of attendance is determined by one of the following:

- If all instructors report a last day of attendance to the Registration Office, the latest date a student attended a class will be used as the last date of attendance.
- If one or more, but not all, instructors reported a last day of attendance to the Registrar's Office, the latest date of attendance reported will be used if that date is past the 50% point of the quarter. For federal funds only, if the latest date is not past the 50% point of the quarter, the 50% point will be used as the last date of attendance.
- If no instructors reported a last day of attendance to the Registrar's Office, it will be assumed that the student did not attend any classes. Students will owe 100% of financial aid funds disbursed, including non-refunded tuition.

### **Institutional refund policy**

When students completely withdraw from all classes during the 100% or 50% refund period, tuition and allowable fees are reduced by the amount of the institutional refund. For example, if a student makes a complete withdrawal during the 50% refund period, the student's tuition and allowable fees are reduced by 50%.

Institutional refunds will be used to repay financial aid funds in the following order up to the maximum received in each program: 1) Federal Pell Grant, 2) Federal Supplemental Educational Opportunity Grant, 3) Tuition Waiver 4) Washington State Need Grant and 5) South Seattle College Grant.

### **Calculating the repayment amount**

Under the federal government's "Return of Title IV Funds" policy, students are considered to have "earned" the percentage of their Title IV aid (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant) that equals the percentage of the quarter completed in calendar days. For example, if you completely withdraw from classes after completing 10% of the quarter, you have "earned" 10% of the Title IV aid that was used to pay tuition and fees. The other 90% of the financial aid is considered "unearned."

- If you complete zero credits, but did not formally withdraw from your classes you are considered to have earned 50% of your Title IV aid, if one or more, but not all, instructors reported a last day of attendance to the Registrar's Office and the latest date is not past the 50% point of the quarter.
- If you complete 60% or more of the quarter, prior to withdrawing, you are considered to have earned 100% of your Title IV aid, therefore, no repayment amount is calculated.

## Total repayment amount

Percentage of "Unearned" Aid  $\times$  the Amount of Title VI Aid Received  $\Rightarrow$  **Total Repayment Amount**

The total repayment amount is determined by multiplying the percentage of "unearned" aid by the amount of Title IV aid received. Once the total repayment amount has been calculated, the next step is to determine the following: 1) the school's share of the repayment amount, 2) the student's share of the repayment amount and 3) the amount a student must pay to Cashiering for tuition and fees as a result of the school's share of the repayment

## Calculating the school's share of the repayment

The lesser of: (Percentage of "Unearned" Aid  $\times$  Tuition and Fee Charges) **OR** (The total Repayment Amount)

The school's share of the repayment is determined by multiplying the percentage of "unearned" aid by the amount of the student's tuition and fee charges for the quarter. If the school's share of the repayment is equal to or less than the amount of Title IV aid used to pay tuition and fees, the repayment will be made using the Title IV funds that paid tuition and fees. If the school's share of the repayment is greater than the amount of Title IV aid used to pay tuition and fees, any amount owing in excess of the Title IV aid that paid tuition and fees will be paid by the school using institutional funds.

## Calculating the student's share of the repayment

Title IV grant funds initial repayment amount - Title IV grant funds initial repayment amount - The schools share of the repayment - 50%  $\times$  Title IV grant aid that was and could have been disbursed = Student's Share of the Repayment

The student's share of the repayment is determined by subtracting the schools share from the total initial repayment amount. Then determining the Title IV grant protection by finding the total federal aid that was and could have been disbursed and multiplying by 50%, then subtract the protected amount from your previous calculation to determine the students share of the repayment.

Students who owe a repayment of financial aid funds will receive a bill from the Financial Aid Office and should contact the Financial Aid Office before submitting payment to the Cashier's Office. To retain eligibility for financial aid, students must make payment in full within 45 days of the date of their bill. After 45 days without either a full repayment or a satisfactory repayment agreement, the debt will be reported to the National Student Loan Data System and referred for collection to the Department of Education.

## Student may owe a balance to the college

If the school's share of the repayment is greater than the amount of the institutional refund charges to the student, the student will owe a balance to the college. Students who owe a balance to college for tuition and fees will be billed by the Cashier's Office. Until the bill is paid, students will not be able to register for classes or obtain copies of their academic transcripts.

## Post-withdrawal disbursements

Students who are eligible to receive Title IV aid but who did not receive their aid prior to making a complete withdrawal may be eligible to receive a disbursement of financial aid funds, even though they have withdrawn. This is referred to as a "post-withdrawal disbursement." To be eligible to receive a post-withdrawal disbursement, students must have a complete financial aid file in the Financial Aid Office and meet all eligibility requirements.

South Seattle College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, creed, national origin, sex, disability, age, religion, honorably discharged veteran or military status, or sexual orientation. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer at (206) 934-6415 and/or Section 504/ADA coordinator at (206) 934-5137. Information in this publication is subject to change without notice. Please contact the Financial Aid Office if you have any questions.