

## Treatment of Title IV Aid When a Student Withdraws

If you attended classes, you are entitled to keep a portion of your Title IV financial aid, based on the date you officially withdraw or cease attending classes. When you complete the official withdrawal process, the Withdrawal Date will be used to determine your eligibility. If you cease attendance without officially withdrawing, your withdrawal date will be determined based on the last date of attendance each of your faculty report for you after the 60% point of the payment period. If you walk away from your courses and later officially withdraw, the earlier date may be used.

After you have withdrawn, a federally mandated calculation is performed within 30 days to determine how much of your financial aid award you can keep. The Title IV programs that are affected by this calculation are: Federal Pell Grants, Federal Direct Loans (Subsidized and Unsubsidized), Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). You will be sent a notification within 30 days of your withdrawal with the outcome of the recalculation.

Although your financial aid is disbursed to your account towards the beginning of each payment period, you earn the funds as you complete the period. If you withdraw, the amount of assistance that you have earned is determined based on the percent of the semester you completed. The calculation is:

$$\frac{\text{Number of days Completed}}{\text{Number of days in the Payment Period}}$$

For example, if you completed 25 days of a 105 day period, you earn 23.8% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance previously disbursed for that period.

A payment period is the traditional semester for the majority of QCC students. Intersession and Spring terms are combined as one payment period for financial aid determinations. Similarly, the Summer I and Summer II terms are combined to create a Summer payment period. The days of your payment period will be determined based on the start date of your earliest class and the end date of your latest class, if you are enrolled in modular (Fall 1 or Fall 2, Spring 1 or Spring 2, Summer I or Summer II) coursework. Students enrolled in modular coursework (i.e., coursework that does not span the length of the traditional semester) may be considered withdrawn for financial aid purposes even if they have successfully completed another modular course in a given semester. If you are enrolled in a non-term program, your payment period will be determined according to federal rules and may vary from the traditional semester students. The following programs are considered non-term at QCC: the Radiologic Technology, Nurse Education Evening, Nurse Education Advanced Placement LPN, and Nurse Education Advanced Placement Paramedic degrees. For the non-term Nursing programs, students who are unable to continue in their program from one semester to the next may be considered withdrawn and require recalculation due to the extended length of their payment periods. We strongly recommend that students contact the Financial Aid Office prior to withdrawing or ceasing attendance to determine the impacts to their eligibility.

If you received more assistance prior to your withdrawal than you earned, the excess funds must be returned by the school and/or you to the federal government within 45 days of the date the school determined you withdrew.

Unearned funds will be returned in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- FSEOG

Your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If QCC is not required to return all of the excess funds, you are responsible for the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. QCC will return unearned grant funds required to be returned by students on their behalf to the federal government.

If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds as a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, QCC must get your permission before it can disburse them. You will be sent a post-withdrawal disbursement notification letter offering you the loan. You must reply within 14 days if you wish to receive the loan. You may choose to decline all or a portion of the loan funds offered so that you don't incur additional debt. If you reply after 14 days, it is at the College's discretion whether the post-withdrawal disbursement may be made. You will be notified of a decision. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and bookstore charges. The post-withdrawal grant disbursement will occur within 45 days. The school needs your permission to use the post-withdrawal grant disbursement for other school charges, such as the health insurance fee. QCC collects this permission via the Financial Aid Credit Balance Authorization form completed by students when they log into The Q. If you have not previously given your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. If you have a Credit Balance due to you, it will be disbursed no later than 14 days after the calculation of the R2T4.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements, even if you attended beyond the 60% point and earned 100%. For example, if the Federal Direct Loan you were scheduled to receive was a second or subsequent disbursement of the same loan, you would not be eligible to receive it post-withdrawal.

The requirements for Title IV program funds when you withdraw are separate from the QCC Tuition and Fee refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. QCC may also charge you for any Title IV program funds that the school was required to return. You may ask QCC for a copy of the Refund Policy. QCC can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Financial Aid Office at (508) 854-4261. Information is also available online at: <http://www.qcc.edu/financial-aid-scholarships>

**Please note that although the above policy is for the Federal Return of Title IV Funds process, Massachusetts also requires a recalculation of state grant funds in accordance with the above federal principles.** Institutions are responsible for collecting and refunding unearned state financial aid in excess of \$25. As a result, you may owe a balance to the College after you cease attendance or withdraw even if you are not receiving federal funds.