

## ***PROCEDURES FOR WITHDRAWING FROM SCHOOL***

The American taxpayers have entered into an agreement with you by investing tax dollars in grants and loans for your education at Western Iowa Tech. This investment places a serious responsibility on you to complete your education according to the agreement with the American taxpayers. If you fail to complete your education, the American taxpayers are entitled to receive back (from you) a portion of their investment.

Withdrawal is defined as dropping all classes and having no credit hours for a given semester.

A student **officially withdraws** from school when:

- The student submits a written notice of total withdrawal to a Registration Center. (A signed official withdrawal form or other written notice with the student's signature constitutes a written notice.) **OR**
- The student calls a Registration Center at any of the WITCC campuses and declares his/her intent to withdraw from all courses. The student must supply all information requested by the registration clerk or the withdrawal will not be considered official or completed.
- The date of official withdrawal will be the date the written notice is received in the Registration Center or the date the student's phone call is received.

A student will be considered to have **unofficially withdrawn** when:

- The student does not complete the official withdrawal process. **AND**
- All of the student's instructors report that the student is no longer attending classes.
- The date of unofficial withdrawal will be the mid-point of the semester.
- If the student wishes to document attendance beyond the mid-point of a semester, it is the student's responsibility to have his/her instructors send an e-mail to the Financial Aid Office stating the last date the student participated in an academically related activity which was part of the course of instruction.

## ***CONSEQUENCES OF WITHDRAWAL AND FINANCIAL AID***

A student receiving federal financial assistance may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal.

A student who officially withdraws earns aid based on the number of calendar days he/she attended. Earned aid is calculated from the beginning of the semester until the official withdrawal date, up to the point that 60% of the semester has passed. (A semester break of 5 or more days, 3 class days and a weekend, is not counted as days of attendance.) After the 60% point, all aid is considered earned.

**For 2008-2009 a student must officially withdraw on or after November 2, 2008 for the Fall or March 29, 2009 for the Spring semester to earn 100% of his/her aid. For Summer school, the student must officially withdraw on or after July 11, 2009 if a class runs for 10 weeks or the student attends classes in both of the five-week sessions. A student attending class in only one of the five-week sessions must attend until June 20, 2009 for the 1<sup>st</sup> session or July 25, 2009 for the 2<sup>nd</sup> session to earn 100% of his/her aid.**

### **PROCEDURE FOR REPAYING THE US GOVERNMENT**

If you owe a repayment of grants to the US Government, you will remain **ineligible** for federal aid until you resolve your repayment. If you owe a repayment for grants received at WITCC, it may be possible to resolve your repayment at the Student Accounts Office. Contact the Student Accounts Office for details.

If you do not contact the Student Accounts Office within 15 days of receiving notice and schedule your repayment, you will be turned over to the US Department of Education for collection. If you are referred to the Department of Education, you will remain **ineligible** for federal aid until the college receives notice from the Department of Education that you have re-established your eligibility.

**Carefully read all correspondence received from WITCC in case there is a change in your financial obligation to the college or your financial aid eligibility.**

**Example of an Official  
Withdrawal Calculation After  
60% of the Term**

You withdraw on the 85<sup>th</sup> day after the start of the semester that is 116 days long.

You earn 100% of your federal aid.

You receive a Pell grant of \$1500 for the semester.

You are charged \$1000 for tuition and fees.

On the 45<sup>th</sup> day you received a cash refund of \$500 for Pell grant that exceeded your cost.

On the 85<sup>th</sup> day you officially withdraw from all classes.

\$1000 x 100%, the amount the college can apply to your charges.

According to the WITCC Refund of Charges Policy, you are not entitled to a refund of charges.

Charges	\$1000
Refund you received	500
Earned aid	<u>1500</u>
<b>Adjusted balance due</b>	<b><u>0000</u></b>

**Amount you will owe \$0000**

**Example of an Official  
Withdrawal Calculation Before  
60% of the Term**

You withdraw on the 27<sup>th</sup> day after the start of the semester that is 116 days long. You earn 23.3% of your federal aid. 76.7 % of your federal aid is considered to be unearned.

The unearned amount must be repaid to loan and/or grant programs.

You receive a Pell grant of \$1500 for the semester.

You are charged \$1000 for tuition and fees.

On the 27<sup>th</sup> day you officially withdraw from all classes.

\$1000 x 23.3% is \$233, the amount the college can apply to your charges.

\$1000 x 76.7% is \$767, the amount the college must return to the federal government.

According to the WITCC Refund of Charges Policy, you are not entitled to a refund of charges.

Charges	\$1000
Earned aid	- <u>233</u>
Adjusted balance due	767

**Amount you will owe \$767**

(\$767 to WITCC for uncovered charges.)

**Example of an Unofficial  
Withdrawal Calculation**

You stop attending all classes and fail to notify a Registration Center. When the college determines you quit attending all classes without completing any, 50% of your aid will be considered earned. The other 50% will be unearned and must be repaid to the loan and/or grant programs.

You receive a Pell grant of \$1500 for the semester.

You are charged \$1000 for tuition and fees.

On the 45<sup>th</sup> day you received a cash refund of \$500 for Pell grant that exceeded your cost.

You stop attending all classes but do not officially withdraw.

\$1000 x 50% is \$500, the amount the college can apply to your charges.

\$1000 x 50% is \$500, the amount the college must return to the federal government.

According to the WITCC Refund of Charges Policy, you are not entitled to a refund of charges.

Charges	\$1000
Earned aid	- <u>500</u>
Adjusted balance due	500

**Amount you will owe \$500**

(\$500 to WITCC for uncovered charges.)

You may also owe a grant overpayment to the U.S. Department of Education. You will be notified if this occurs.

If you have any question about the effect of the Return of Funds to the federal aid programs, contact the Financial Aid Office.