

# Withdrawal Policy and Return of Title IV Refund Policy



*The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes prior to completing the semester, please contact the Financial Aid Office to see how your withdrawal will affect your financial aid and/or student account balance.*

## Withdrawal or Lack of Attendance

Students receiving Title IV federal funding who withdraw, drop out, fail all classes, or take a leave of absence may be required to return all or a portion of their financial assistance awards. Title IV funding refers to federal aid such as Pell grants, SEOG grants, Direct loans (both subsidized and unsubsidized), and PLUS loans. Federal regulations require that students who withdraw from CIU or stop attending classes return the unearned portions of their Title IV aid to the federal government. The amount of aid that must be returned is the financial assistance that has been disbursed to their student accounts. At the time a student withdraws or ceases to attend CIU, a return to Title IV refund calculation will be done in order to determine the amount of financial assistance a student has earned and, if necessary, what amount must be returned to the federal government.

## General Rule

If a student withdraws before completing sixty percent (60%) of a period of enrollment (i.e. fall term, spring term), his/her Title IV aid **will** require an adjustment, which may have an impact on the student's account.

If a student withdraws after completing more than sixty percent (60%) of a period of enrollment (i.e. fall term, spring term), all federal aid is considered to be earned by the student and no financial assistance refund will be required.

## The Process

The official Withdrawal Policy is coordinated by the Office of the University Registrar. Official notification from the student is any notification that is provided in writing or orally to a designated campus official. Acceptable official notification includes telephone, e-mail, or in person. Any campus official who receives notification from a student that he/she intends to withdraw from all classes is responsible for notifying the Office of the University Registrar of that declaration. When a student contacts the Office of the University Registrar, he/she will be instructed to complete a Withdrawal from University form and return it to the Office of the University Registrar. Upon receipt of the official withdrawal form from the Office of the University Registrar, the Financial Aid Office will perform the return to Title IV refund calculation. The following section will be used to determine the date of student withdrawal.

## Determining Withdrawal Date

The withdrawal date is determined based upon one of the following:

- The date the student began the official withdrawal process as noted on the Withdrawal from University form **or**
- The last date the student attended class or engaged in academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.), if the student did not complete an official Withdrawal from University form. If the student engaged in academically related activity, the withdrawal date will be the midpoint of the semester.

