

# Financial Aid Student Withdrawal and Return of Title IV Funds Policy

## Contents

Withdrawal Policy .....	1
Centenary College Withdrawal and Leave of Absence Policies .....	1
Centenary Refund Policy.....	2
Consequences of Withdrawal .....	2
Payment Periods .....	2
Financial Aid Adjustments for Students Withdrawing or Taking an LOA from All Classes .....	3
Federal Return of Funds Policy Guidelines .....	4
Order of Return of Funds .....	4
Example:.....	5
Post-Withdrawal Disbursement.....	6
Timeline.....	6
Financial Aid Adjustments for Students Withdrawing from Some Classes.....	7

## Withdrawal Policy

The exact consequences to the student depend on a number of factors, including, but not limited to the type and amount of aid, current institutional charges, and the last date of attendance.

Centenary adheres to Federal, State and College regulations regarding financial aid funds disbursed for a student who completely withdraws from during a payment period. Return of funds policies are fair and equitable and applied uniformly.

### Centenary College Withdrawal and Leave of Absence Policies

Students who will not be returning to Centenary for the following semester or class should provide official notification to the College of their intent to withdraw or take a leave of absence (LOA).

Traditional undergraduate and graduate students should work with the Office of Student Life and School of Professional Studies (SPS) students should work with their program advisor.

The last date of attendance for students who complete a Student Leave of Absence/Withdrawal Form will be the date that Centenary determines to be the student's last date of documented attendance at an academically related activity as the date of withdrawal.

If a student leaves Centenary without submitting the Student Leave of Absence/Withdrawal Form, Centenary will use the student's last date of documented attendance at an academically related activity as the date of withdrawal.

Withdrawing from classes may result in a reassessment of charges and/or a recalculation of financial aid. The full withdrawal and leave of absence policies can be found in the appropriate Centenary catalog at [http://wiki.centenarycollege.edu/index.php/Course\\_Catalog](http://wiki.centenarycollege.edu/index.php/Course_Catalog).

# Financial Aid Student Withdrawal and Return of Title IV Funds Policy

## Centenary Refund Policy

Centenary's institutional charges refund policy may differ from the refund policy for financial aid. Please visit the Institutional Refund Policy for Tuition, Room, Board, and Fees webpage at <http://www.centenarycollege.edu/cms/en/bursar-billing-office/refund-policies/>.

## Consequences of Withdrawal

Students who stop attending a course without officially withdrawing may be awarded a grade of WF. The WF grade is awarded to students who fail a course due to attendance. The WF grade is calculated in the GPA as an F. For more information on the WF grades, please review the College Catalog.

Students must maintain Satisfactory Academic Progress (SAP) in order to receive future financial aid. SAP is comprised of three (3) standards: qualitative, quantitative, and maximum timeframe. Students who withdraw risk not making SAP. For more information on SAP, please review the FA Policy Page.

Students who withdraw may have their charges and or financial aid adjusted. These adjustments may result in a balance. Balances above a certain limit may prohibit a student from registration for future semesters or from viewing or receiving their transcripts.

Student who drop below half-time or withdraw may begin to go into repayment on their current federal student loans. Students who withdraw should immediately contact their student loan servicer to determine when their first payment is due to ensure that they do not become delinquent.

Students who had been awarded a Centenary admission scholarship or award must maintain continuous full-time enrollment in order to remain eligible for their scholarship. Students who withdraw or drop to part-time status may lose their eligibility for renewal of their award(s).

## Payment Periods

Payment period dates may be adjusted based on the classes that a student is taking. Breaks will not be included in a payment period completed or scheduled dates if the break is a Centenary scheduled break of five (5) or more days.

### Traditional Payment Periods

The payment periods for traditional students are the fall semester, spring semester, and summer (which contains the summer I, summer online, and summer II sessions). Scheduled breaks of five or more days, as indicated, will not be counted toward the scheduled days in the payment period.

	Payment Period Begins	Payment Period Ends	Scheduled Days	60% Date for Payment Period
<b>Fall 2015</b>	September 2, 2015	December 21, 2015	111	November 8, 2016
<b>Spring 2016</b>	January 19, 2016	May 9, 2016	112	March 27, 2016
<b>Summer 2016</b>	May 16, 2016	August 18, 2016	92	July 10, 2016

### School of Professional Studies Payment Periods

Payment periods for accelerated students are the fall, spring and summer trimesters. Scheduled breaks of five or more days, as indicated, will not be counted toward the scheduled days in the payment period.

	Payment Period Begins	Scheduled Break Days in Payment Period	Payment Period Ends	Scheduled Days	60% Date for Payment Period

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

<b>ACFA-15</b>	August 23, 2016	November 22, 205 – November 28, 2015	December 19, 2015	114	October 23, 2015
<b>ACSP-16</b>	January 10, 2016	None	April 30, 2016	112	March 11, 2015
<b>ACSU-16</b>	May 1, 2016	July 3, 2016 – July 9, 2016	August 27, 2016	114	July 8, 2016

### *Payment Periods for Other Groups*

Students in Online MLPA, Education Practice, or in other non-term programs have payment periods that are students specific. Students can view the Messages section of NetPartner to determine their payment period dates.

### **Financial Aid Adjustments for Students Withdrawing or Taking an LOA from All Classes**

The following chart describes the consequences, by type of aid, when a student stops attending ALL of their classes, whether a withdrawal or an LOA.

<b>Adjustment of Aid Due to Withdrawal from Some Classes</b>		
<b>Aid Source</b>	<b>Example Aid Programs</b>	<b>Effects of Withdrawal on Term Aid</b>
<b>Federal Title IV Financial Aid</b>	Pell Grant, SEOG, Perkins Loan, Federal Direct Loans (Subsidized, Unsubsidized and PLUS)	A calculation must be done to determine the amount of aid that must be returned to the aid programs. After the 60% point of the term, all aid is considered earned.
	Federal Work-Study	Students are not eligible to work once they have stopped attending.
<b>New Jersey State Aid</b>	NJ Tuition Aid Grant (TAG), Educational Opportunity Fund (EOF), Distinguished Scholars, Urban Scholars, Governor's Urban Scholarship, and NJ STARS II	Eligibility for state funds will be based on the number of credits in attendance at the time of disbursement. If a student is in attendance for all classes required for disbursement of state funds on the date of disbursement, the student will be eligible to retain their state funds. If it is determined that a student was not in attendance for all classes required for disbursement of state funds on the date of disbursement, the student will not be eligible for their state aid disbursement and/or state funds may need to be returned the state.

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

<b>Centenary Grants, Scholarships, and Awards</b>	All Centenary College Scholarships, Grants, and Awards	<p>For students who began attendance for the semester, Centenary non-housing related grants, scholarships or awards will be prorated based on the same calculation as tuition. Students who are charged 25% of their tuition will be eligible to receive only 25% of their awards. Students who did not begin attendance are not eligible for any Centenary non-housing related grants, scholarships or awards.</p> <p>Centenary housing related grants, scholarships, or awards will be prorated based on the same calculation as housing charges. As the housing semester is 15 weeks in length, students who are charged for two (2) weeks of housing will be eligible to receive 2/15 of their housing award for example. Students who do not access their room or use the cafeteria plan are not eligible for any Centenary non-housing related grants, scholarships or awards.</p> <p>Students who are working under the Institutional Work Study Program are not eligible to work once they have stopped attending.</p>
<b>Outside Aid</b>	Including, but not limited to, outside scholarships, alternative student loans, DVR funding and others	<p>Centenary will confirm with outside entities to determine the student's eligibility for their outside scholarships, grants, awards or loans. Centenary will apply the adjustment policy as indicated by the outside agency.</p>

### Federal Return of Funds Policy Guidelines

Federal regulations require Centenary to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. This policy is in effect for students who withdraw or take an LOA.

Centenary will be required to return the lesser of the percentage of unearned charges or the amount to be returned. The student may be required to return any additional aid.

A pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal or LOA up through the 60% point in the semester. After the 60% point in the semester, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

### Order of Return of Funds

The Return of Title IV funds will be calculated in the following order:

- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Perkins Loan

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

- PLUS Loan / Federal Graduate PLUS Loan
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- TEACH Grant
- Iraq and Afghanistan Service Grant
- Other Title IV assistance

### Example:

John withdraws from all of his traditional classes with a last date of attendance of October 13<sup>th</sup>. John's charges at Centenary were \$15,471.

The following steps will be taken

- 1) Determine the amount of funds disbursed or that could have been disbursed to John**  
The following federal aid was disbursed to John. There are no undisbursed funds.  
\$990 Direct Unsubsidized Loan  
\$2226 Direct Subsidized Loan  
\$2865 Federal Pell Grant  
\$6081 Total Federal Aid Received
- 2) Determine the percentage of aid earned**  
John has completed 48 of the 111 days in the payment period. John earned (43.2%) 48/111 of his federal aid.
- 3) Determine the amount of aid earned by John**  
John is eligible to keep (48/111) 43.2% of his \$6,081 federal aid, or \$2627
- 4) Determine if funds need to be disbursed to John or returned to the Department of Education**  
John earned \$2,627 of his \$6,081 disbursed: \$3,454 must be returned to the Department of Education
- 5) Determine the amount of unearned aid that Centenary must return**  
Centenary must return the lesser of
  - a) the amount of unearned charges 56.8% (100% - 43.2%) of the \$15,471 charges totaling \$8,787, or
  - b) the total funds to be returned of \$3,454 from step 4 above
- 6) Return of Funds by Centenary**  
Centenary will return funds to the Department of Education in the order indicated:  
\$990 Direct Unsubsidized Loan  
\$2226 Direct Subsidized Loan  
\$238 Federal Pell Grant  
\$3454 Federal Aid Returned
- 7) Return of funds by John**  
John would need to return any funds remaining after the calculation in step 6 above. There are no additional funds to return.
- 8) Return of loan funds by John**

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

John will need to repay any additional unearned loan funds under the terms of his Master Promissory Note (MPN). There are no additional loan funds to return.

### 9) Determination and Return of grant funds by John

John would need to return any unearned grant funds, after the application of a 50% grant protection amount has been applied. There are no additional grant funds to return.

### Post-Withdrawal Disbursement

If a student withdraws or take an LOA prior to any or all federal aid being disbursed, the student may be entitled to a post-withdrawal disbursement. Students will be notified of their post-withdrawal disbursement. Post-withdrawal disbursements will be credited first toward unpaid institutional charges. Any portion of a post-withdrawal disbursement that exceeds unpaid institutional charges will be offered as a disbursement to the student. Students must accept this disbursement within 14 days of the offer. If a response is not received, or if the offer is declined, these excess funds will be returned to the appropriate Title IV program.

### Example:

Mary withdraws from all of her traditional classes with a last date of attendance of September 13<sup>th</sup>. Mary was awarded the following federal aid, but withdraws before it has disbursed.

\$990 Direct Unsubsidized Loan  
\$2226 Direct Subsidized Loan  
\$440 Federal Pell Grant  
\$3656 Total Federal Aid Received

Using steps 1 through 4 in the example for John, above, Mary has completed 18 of the 111 days in the payment period. Mary is eligible to keep (18/111) 16.2% of her \$3,656 federal aid, or \$592.

Using the order of Return of Funds, Mary's student account will be credited with the \$440 Pell and Mary will be offered the remaining \$152 (\$592 - \$440) as a Direct Subsidized Loan.

If Mary accepts her loan, the \$152 will be disbursed to her billing ledger. If Mary declines or does not accept her loan, her entire loan will be cancelled.

### Timeline

Within 30 days of the date of determination of the withdrawal date (which is the last date of attendance), Centenary will perform the Return of Title IV Funds calculation

Within 30 days of the date of determination of the withdrawal date, Centenary will notify the student if there is a post-withdrawal disbursement due to the student of loan funds or an overpayment of grant funds, if applicable.

Within 45 days of the date of determination of the withdrawal date, Centenary will return the school owed funds to the appropriate Title IV program account.

Within 45 days of the date of determination of the withdrawal date, Centenary will pay a student a post-withdrawal disbursement of grant funds

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

Within 180 days of the date of determination of the withdrawal date, Centenary will pay a student a post-withdrawal disbursement of loan funds, if student requested funds within 14 days of notification by the school of their availability.

Student will be responsible for any remaining balance on their student account within 30 days.

### Financial Aid Adjustments for Students Withdrawing from Some Classes

The following chart describes the consequences, by type of aid, when a student withdraws or stops some of their classes.

<b>Adjustment of Aid Due to Withdrawal from Some Classes</b>		
<b>Aid Source</b>	<b>Example Aid Programs</b>	<b>Effects of Withdrawal on Term Aid</b>
<b>Federal Title IV Financial Aid</b>	Federal Pell Grant	Federal Pell Grant eligibility is calculated based on the number of credits that a student is attending or has completed as of the beginning of the last class in a payment period. For example: Lori is taking 8 credits that began at the beginning of the fall semester. Lori is scheduled to begin a 4 credit class that begins in the middle semester. Lori's Pell Grant eligibility will be determined based on the number of credits she is attending or has completed when her last 4 credit class begins. If Lori had withdrawn from one of her 4 credit classes that started at the beginning of the semester prior to beginning her last class, Lori's Pell Grant eligibility would be for 8 credits only.
	Federal SEOG	Students remain eligible for their awarded SEOG as long as they remain eligible for any Pell disbursement and are attending at least 1 class.
	Federal Perkins, Direct Subsidized and Direct Unsubsidized Loans	Federal Perkins, Direct Subsidized and Direct Unsubsidized Loan eligibility is based on the number of credits that a student is scheduled for in a semester. Funds will disburse once the student has begun attendance in at least half-time enrollment. Half-time enrollment is defined as 6 credits for undergraduate students and 4.5 credits for graduate students.
	Federal Work-Study	Students remain eligible to work as long as they are attending at least one (1) class in a payment period.

## Financial Aid Student Withdrawal and Return of Title IV Funds Policy

<p><b>New Jersey State Aid</b></p>	<p>NJ Tuition Aid Grant (TAG), Educational Opportunity Fund (EOF), Distinguished Scholars, Urban Scholars, Governor's Urban Scholarship</p>	<p>Eligibility for state funds will be based on the number of credits in attendance at the time of disbursement. If a student is in attendance for all classes required for disbursement of state funds on the date of disbursement, the student will be eligible to retain their state funds. If it is determined that a student was not in attendance for all classes required for disbursement of state funds on the date of disbursement, the student will not be eligible for their state aid disbursement and/or state funds may need to be returned the state.</p>
<p><b>Centenary Grants, Scholarships, and Awards</b></p>	<p>All Centenary College Scholarships, Grants, and Awards</p>	<p>Students must be in attendance for at least 12 credits (full-time) to be eligible for their disbursement. Students who drop below full-time status after disbursement will be eligible to keep their non-housing related awards. Housing-related awards, such as the Community Citizenship Grant, may be adjusted if the student moves out of housing.</p>
<p><b>Outside Aid</b></p>	<p>Including, but not limited to, outside scholarships, alternative student or parent loans, DVR funding and others</p>	<p>Centenary will confirm with outside entities to determine the student's eligibility for their outside scholarships, grants, awards or loans. Centenary will apply the adjustment policy as indicated by the outside agency.</p>