

## Return to Title IV Funds Policy

The law specifies how Lewis and Clark (L&C) Community College must determine the amount of federal student aid program assistance (*Title IV federal government funds*) that you earn if you withdraw from school. The specific federal student aid programs that L&C administers that are covered by this law are: **Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Direct Loans, Federal Direct PLUS Loans, and Iraq and Afghanistan Service Grants.** Lewis & Clark measures enrollment status in credit hours. Although we are not required to take attendance, we have developed methods, both technical and through communication with instructors, to determine if a student is attending classes and/or a student's last date of attendance.

Though your estimated aid is applied to your account at the start of each semester, you earn your federal student aid funds as you complete the payment period. The payment period is the first day of a semester through the last day of that semester. If you withdraw during your payment period, the amount of federal student aid that you have earned up to that point is determined by a specific formula. This formula calculates the percent of your attendance by comparing the number of calendar days you attended (*up to your withdrawal date*) to the number of calendar days in a semester (*excluding breaks of 5 or more consecutive days*). The amount of federal aid that you have earned is determined on a **pro rata** basis. Once you have completed more than 60% of the payment period, you are considered to have earned the total aid awarded to you for that payment period.

You are considered to have started the withdrawal process when you indicate to the College your intent to withdraw. **The College will use your last date of attendance as reported by instructors even if you officially withdraw at a later date.** Students can officially withdraw by submitting a Course/Change form to the College's Enrollment Center. You **cannot** withdraw online or via a signed letter if you are withdrawing from **all** courses. Students are given official withdrawal guidelines and deadlines in the Student Orientation and on Registration statements. Withdrawal deadline dates are also available via the **Schedule of Classes** link at [www.lc.edu](http://www.lc.edu). If you stop attending courses and fail to officially withdraw, you are considered an **unofficial withdrawal**. Unofficial withdrawals result in F grades. The College will use your last date of attendance as reported by your instructors if you officially withdraw, *unofficially withdraw*, or have a combination of the two. Last date of attendance equates to the last time you physically attended class or completed an academic related activity such as taking an exam or completing an assignment.

*If you received more federal aid than what you earned, a percentage of your awarded funds (determined by your attendance) must be returned to Federal Student Aid programs by the College and/or you. Federal Student Aid funds that the College must return will be returned to Title IV program funds within 45 days of our date of determination that you withdrew. There are some instances where the calculation results in both the College and you, the student, having to return federal student aid funds. The College will send you a letter within 30 days of our determination that you withdrew showing what the College must return and what you must return (if applicable).*

*If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes federal grant funds; L&C will notify you in writing within 30 days of our determination that you withdrew, and those funds will be disbursed to you within 45 days of our determination that you withdrew providing you owe no current tuition and fee charges to the College. L&C may automatically use all or a portion of your post-withdrawal disbursement of federal grant funds for current outstanding tuition and fees. L&C will request your confirmation to use any portion of your post-withdrawal federal grant(s) for all other institutional charges. If the calculation also results in unearned grant funds for which you are responsible for returning directly to the federal student aid programs, you can make arrangements with L&C within 45 days of the date on your overpayment letter. If there is no positive action within 45 days, your overpayment will be reported to the U.S. Department of Education and referred to their Default Resolution Group for collection.*

*If your post-withdrawal disbursement includes federal loan funds, L&C will notify you in writing within 30 days of our determination that you withdrew to request your (or your parent for Plus Loans) confirmation that you want the post-withdrawal disbursement before funds are disbursed to you (or your parent) or credited to your account. You may choose to decline some or all of the loan funds to keep your loan debt at a minimum.*

Any Post-withdrawal federal loan funds that you accept **or**, as a result of the calculation, you (or your parent for Plus loans) **must return**, are to be repaid in accordance with the terms of the Master Promissory note. That is, you make scheduled payments to the holder/servicer of the loan over a period of time. Students will begin repaying their student loans within six months of graduating, dropping below half-time enrollment, or **ceasing attendance**.

If you were disbursed federal student loans, you will be required to complete a Student Loan Exit Counseling session upon the College's knowledge that you intend to withdraw.

If you have a federal student aid overpayment that must be returned to the Federal Student Aid programs, L&C will return those funds in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required

**If you owe for unpaid institutional charges as a result of completely withdrawing from classes, L&C will bill you for those charges.**

Some federal student aid funds cannot be disbursed to you once you withdraw because of other eligibility requirements: For example, if you **never begin attendance** in a course, your aid will be recalculated on your enrollment status *excluding that course*, and the aid for your new enrollment status will be used to calculate your earned aid. If you are a **first-time, first-year student** and you have not completed the first 30 days of your program before you withdraw, you will not receive any **Federal Direct loan funds** that you may have received had you remained enrolled past the 30th day.

If you have questions about Federal Student Aid program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available at Federal Student Aid at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).