

## **Student Withdrawal/Title IV**

Students who receive Federal Financial Aid are eligible for payment according to their enrollment status and attendance. The Financial Aid Office is required by Federal Financial Aid regulations to determine how much federal financial aid was earned by students who officially withdraw or stop attending classes prior to completing 60% of a payment period. Students who attend more than 60% of a payment period are eligible to receive 100 percent of their payment.

### **Students who never attend a class or classes:**

Federal Financial Aid regulations require that students who receive Federal Financial Aid must attend/participate in class(es) for which they are registered in order to receive Federal Financial Aid payment. Students who never attend/participate in class(es) will not receive any Federal Financial Aid relating to that class(es), even if the student subsequently withdraws from the class(es) by following the College's procedure for officially withdrawing.

### **Students who officially withdrawal from all classes:**

The date of withdrawal used in the Return of Title IV calculation will be the latest withdrawal date as determined by the Registrar's Office. Students may drop a course(s) by submitting a completed drop form to the Registrar or by completing the online drop procedure in Self-Service Banner. The day the completed form or the online drop is processed by the Registrar's Office determines the official date of the course drop.

### **Students who stop attending classes without completing the official withdrawal process:**

The date of withdrawal used in the Return of Title IV calculation will be the last documented date of attendance/participation as determined by the instructor.

### **The percentage payment is done according to the Return of Title IV regulations (34 CFR Article 668.22):**

The percentage of earned aid is determined by the number of days completed divided by the total days in the payment period.

If the amount of earned Federal Financial Aid is not adequate to pay institutional charges, the student is liable for any outstanding debt the student may owe the College. In addition, the student may be responsible for repaying a portion of his/her Federal Financial aid to the Federal Government.

If the amount of earned Federal Financial Aid exceeds institutional charges, then the student would be owed a post-withdrawal disbursement. The student must accept this post-withdrawal disbursement in writing after being notified by the Financial Aid Office.

Students receiving Federal Direct Student Loans must maintain half-time attendance/participation at the time of disbursement to be eligible for the loan disbursement. If the student completely withdraws or stops attendance prior to the 60% point of the payment period, they will also be subject to the Return of Title IV calculation.

Earnings from the Federal Work Study program are not used in this calculation. The student is paid what he/she earned.

Basic-level courses (courses beginning with 00) do not count toward enrollment status for Title IV funds.

**Source URL:**

<https://www.dtcc.edu/admissions-financial-aid/financial-aid-scholarships/student-rights-responsibilities/student-withdraw>