



Centralia College Refund/Repayment Withdrawal Policy

Centralia College Policies and Procedures Regarding the Return of Title IV and Institutional Funds if a Student Withdraws from the College.

This policy is viewable on the Centralia College consumer information disclosures web page and provided to all currently enrolled and prospective students on an annual basis. The refund/repayment withdrawal policy is also referenced in the CC Financial Aid Handbook and Conditions of Award agreement, which are provided to students upon award notification. A copy can be obtained upon request from the Financial Aid Office.

Centralia College calculates and returns Title IV funds according to Federal Title IV policy 34 CFR 668.22. The amount of Title IV funds (other than Federal Work Study) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled before withdrawing. A Post-Withdrawal Disbursement (PWD) from Title IV funds is also based on the length a student is enrolled before withdrawing, yet is offered due to the student not having received eligible Title IV funds prior to their withdrawal. For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student funds. This policy is effective for complete or full withdrawal from a quarter in which a student receives or was eligible to receive Title IV federal funds.

If the student withdraws before 60% of the quarter has elapsed, a percentage of Title IV funds will be returned to the federal program based on the length of time the student attended prior to withdrawal. For example, if the student withdraws when 40% of the quarter has elapsed, 60% of the unearned institutional charges will be returned by the school, and the student returns zero, due to the 50% protection allowance on their Title IV aid. After 60% of the quarter has elapsed, the student is considered to have earned all aid received for the quarter.

The return of Title IV funds is dependent upon the date the student withdraws during the quarter.

Withdrawal date is defined as one of the following:

- The date the student began the withdrawal process;
- The date the student otherwise provided the school with official notification of the intent to withdraw; or
- For the student who does not begin the College's withdrawal process or notify the school of the intent to withdraw, the mid-point of the period of enrollment for which Title IV assistance was disbursed (unless the College can document a later date); or
- The withdrawal date is determined from last date of an academic related activity. Last date of an academic related activity is verified by the instructor or e-learning staff.

Return of Title IV Withdrawal Procedures:

Centralia College Staff will:

1. Determine the date of withdrawal.
2. Calculate the percentage of aid earned by student, using the COD R2T4 calculation worksheet. Method used in calculation is total days student attended (completed) divided by number of days in payment period. If a student withdraws before their Title IV funds were disbursed, they may be owed a Post-Withdrawal Disbursement (PWD). The student will be notified in writing if they have earned a PWD.
3. Calculate the percentage of unearned aid due from the student, which must be returned to the federal programs.
4. Calculate the amount of unearned aid due from the school based on the amount of unearned institutional charges.
5. Notify the Business Office of the institutional debt the student owes (the amount of unearned institutional charges). If Centralia College is required to return funds they will be returned during the next bi-monthly COD reporting process. The student is notified in writing of their institutional debt, and a billing is sent directly from the Business Office to the student.

Order of Return of Title IV Funds:

1. Federal Pell Grants
2. Federal SEOG Grants

System for Withdrawal Date Used:

Official Withdrawal: Student must fill out Centralia College Schedule Change Form, indicating complete withdrawal, and submit to Enrollment Services. The date the student signs the form is the withdrawal date recorded in the system by Enrollment Services. The instructor(s) and/or e-learning staff are contacted to verify the last date of attendance (LDA) that is used for the withdrawal date in the R2T4 calculation. If an earlier date is reported by instructors/e-learning, that date is used in the calculation.

Unofficial Withdrawal: Student stops attending and is assigned a 0.0 grade for the course. Instructors are required to report the LDA with the posting of the grade. If student earns all 0.0 grades for the quarter, the most recent LDA is used as the R2T4 calculation withdrawal date.

Timeline for Returning Title IV Funds:

Return of Title IV (R2T4) calculations are processed within 30 days of receiving notification that the student has withdrawn. The student is notified in writing at the time of the R2T4 calculation if they owe funds, or if they will be owed a Post-Withdrawal Disbursement (PWD). If Centralia College is required to return funds they will be returned during the next bi-monthly COD reporting process, within the 45 day time-frame.

The student will be billed for the amount that Centralia College is required to return. If it is determined after processing R2T4 that a student owes the Department of Education (DOE), then the student will be referred to DOE for collection at the time the R2T4 calculation is administered.

Institutional Funds:

Institutional funds such as Centralia College Grant and Tuition Waiver are not subject to the return of Title IV calculation. These funds are subject to the institutional policy which can be found at www.centralia.edu/admissions/dates.html.