



Centralia College Refund/Repayment Withdrawal Policy

Refund/Repayment Issues:

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

Centralia College calculates and returns Title IV funds according to Federal Title IV policy 34 CRF 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. 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 50% of the quarter has elapsed, 50% of Title IV funds will be returned to the federal programs. 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;
- 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.

Centralia College will:

1. Determine the date of withdrawal
2. Calculate the percentage of aid deemed to have been earned by student
3. Calculate the percentage of aid unearned by student, which must be returned to federal programs.
4. Calculate the amount of tuition returned due to the student's withdrawal and notify the business office of the institutional debt the student now owes. The difference between what the institution can keep and what R2T4 deems we must return.

Order of Return of Title IV Funds:

1. Federal Pell Grants
2. Federal SEOG Grants

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.