

# Federal Return of Title IV Funds' Policy

The U.S. Department of Education mandates the Office of Financial Aid recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), are dismissed, or takes an academic leave of absence. The must be done because financial aid eligibility is based upon enrollment, while aid is given before the semester is over, it is “earned” by attendance.

An **official withdraw** is when a student submits a request to the Office of Records and Registration or uses MyRCC to withdraw from all classes.

An **unofficial withdraw** is when a student stops attending all of his/her classes during the semester, but does not follow the college procedure to officially withdraw as outlined in the Catalog, and therefore fails to successfully complete the term (i.e., receives all final grades of Ws, WAs, or a combination of both).

When a student completely withdraws from Roxbury Community College, while receiving Title IV aid, the Office of Financial Aid must determine what portions of the student’s aid must be returned to the financial aid programs. The financial aid office uses a federal formula created by the Department of Education to calculate the amounts of “earned” vs. “unearned” aid. This process is required no matter what the circumstances are that resulted in your failure to complete classes, including illness.

***Number of days in the semester divided by the number of days completed = % of aid earned***

Once a student has completed 60% of the semester (percentage of aid earned is 60% or more) the student is considered to have earned the total aid awarded for the semester. (While no aid will need to be returned after this point documentation of the calculation will still be sent to you.)

When a student withdraws before the 60% mark, the amount that was unearned must be returned, on your behalf, to the Federal Department of Education fund that it was received from (Federal Pell Grant and/or SEOG).

***Total days in semester minus % of aid earned = % of aid unearned***

If this unearned aid was formerly returned to you (refunded), or used to pay your student bill, once it has been returned, you will owe this amount to the college.

Notification of withdrawals are sent to the Office of Financial Aid on a daily basis by the Office of Registrar. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the determination of the date of the student’s withdrawal. The goal is to complete the returning of funds within 14 days of the date of determination. Any return of financial aid funds may cause a balance, which the student will be responsible for paying. Once you have withdrawn or ceased to attend your classes, no additional refunds can be given until the calculation has been performed, and any required aid has been returned.

**Refunds are allocated in the following order:**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

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In addition, State of Massachusetts grants may need to be repaid. These return of funds may also result in an unpaid bill due to RCC.

Once the return has been made you will be notified of your resulting eligibility and any outstanding charges, at the last address we have on file. Failure to update your address may result in you missing this notice, but will not alter the responsibility for the charges resulting from your withdrawal.

Please note that withdrawing from, officially or unofficially, also negatively impacts your Financial Aid Satisfactory Academic Progress (SAP). While the circumstance that necessitates your withdrawal can be used in considering an appeal, circumstances cannot result in the disregard of the withdrawal.

**How to avoid negative consequences?** While you can never fully avoid the consequences of failing to complete a semester, we can help you prevent them from interrupting the completion of your degree. Please meet with the Office of Financial Aid prior to finalizing the withdrawal process.

