IMPORTANT NOTICE FOR FEDERAL FINANCIAL AID RECIPIENTS

YOU MAY OWE MONEY IF YOU TOTALLY WITHDRAW!

A student's financial aid is based on the number of classes and the number of days in which the student is enrolled. When a student withdraws from one or more classes, the amount of financial aid for which the student is eligible is affected. These provisions apply when any federal student aid (Pell Grants, SEOG, Direct Unsubsidized Loan, Direct Subsidized Loan, Parent PLUS Loan) is used to pay a student's charges for a term.

WITHDRAWING FROM SCHOOL

If a student completely withdraws or fails all courses (or any combination of the two), SCC is required to determine how much aid must be returned to the Department of Education. Students could be required to repay all or a portion of federal aid if they earn no credit hours for a term.

In determining the date of an official withdrawal, SCC has two options:

1. The date the student declares his/her intent to withdraw from all courses by any of the following means:
   - Submitting a written notice (including electronic communication such as text, email, etc.) to Student Services
   - Verbally providing notice (by telephone, video conference, or in-person) to Student Services at either of SCC's campuses.
   - Utilizing the self-service module in HawkNet to withdraw from all courses.
   - Note: If student's notification takes place in-person, the date of official withdrawal will be the date the notice is received in Student Services. If the notification takes place by telephone, electronic communication, or self-service withdrawal, the date of official withdrawal is the date the student communicated the message or made the self-service change. For example, if a student emailed intent to withdraw on a Friday evening and no one received it until Monday, Friday would be the withdrawal date.

2. The date of the student's last date of attendance at an academically related activity as described under 34 CFR 668.22(l)(7) and 600.2 if that date more accurately reflects the student's withdrawal date than the date the student begins the withdrawal process or provides notification.

A student will be considered to have unofficially withdrawn when:

- The student does not complete the official withdrawal process, AND
- All of the student's instructors report that the student is no longer attending classes.

The date of unofficial withdrawal will be the mid-point of the semester unless the Financial Aid office is able to document attendance beyond the 60%-point of the semester. SCC will make the determination within 30 days of the end of the payment period.

CONSEQUENCES OF WITHDRAWAL AND FINANCIAL AID

A student receiving federal financial assistance may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal.

A student who officially withdraws earns aid based on the number of calendar days he/she attended. Earned aid is calculated from the beginning of the student's semester until the official withdrawal date, up to the point that 60% of the semester has passed. (Scheduled breaks that are at least 5 days long are excluded from determining the percentage of the term completed.) After the 60% point, all aid is considered earned.

If you fail to earn all your financial aid, both you and the college may be required to return part of the financial aid you received.

SCC or the student is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdraws:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct Parent PLUS Loans
4. Federal Pell Grant
5. Federal SEOG

Students who are required to return unearned funds to the federal government are given 45 days to make that payment to SCC.

POST-WITHDRAWAL DISBURSEMENT

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. The student (or parent in the case of PLUS loans) has 14 days to confirm any post-withdrawal loan disbursement. SCC may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and housing/food charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew. The school has up to 180 days to make a post-withdrawal disbursement of loan funds.

REPAYING THE US GOVERNMENT

If you owe a repayment of grants to the US Government, you will remain ineligible for federal aid until you resolve your repayment. Also, if there is a balance due on your account at SCC due to the return of federal monies, you must resolve this debt before future registration. The Special Appeals Committee will hear student appeals.

If you do not contact the Financial Aid Office within 45 days of receiving notification concerning a repayment you owe to the US Government, you will be turned over to the US Department of Education for collection. If you are referred to the Department of Education, you will remain ineligible for federal aid until the college receives notice from the Department of Education that you have reestablished your eligibility.

BOOKS AND RETURNABLE EQUIPMENT

Students who receive federal student aid (Pell Grants, student loans) and completely withdraw from classes must return all returnable required books and returnable equipment within 20 days of withdrawal. This policy is applied to all students regardless of the reason for the official or unofficial withdrawal. Returnable books and equipment must be returned in good condition as determined by the Bookstore Manager. The determination of condition will be final and not appealable. Only returnable books/equipment returned to the Financial Aid Office within 20 days of withdrawal will be included as institutional charges should a Title IV Return calculation be required.

Circumstances that prevent the college from selling nonreturnable books or equipment to other students include: Returnable texts must be free of defects and returnable texts/equipment must be non-consumable in nature. Any course packets packaged in envelopes can only be returned if the envelope has NOT been opened. Texts eligible for return or buyback are those listed on an Approved Textbook List as chosen by full-time faculty for the following semester use.

Example of an Official Withdrawal Calculation

You withdraw on the 29th day after the start of the semester which is 112 days long.

- 29 days/112 days = 25.89% of federal aid for the term is earned
- 100%-25.89% earned=74.11% of federal aid is considered to be unearned.

The unearned amount must be repaid to federal loan and/or grant programs.

You receive a Pell Grant of $1500 for the semester.

You are charged $1000 for tuition.

On the 16th day of the semester, you receive a Pell balance check for $500, the difference between your Pell Grant and your tuition balance.

On the 29th day you officially withdraw from all classes.

Unearned Pell Grant is:
$1500 x 74.11%= $1112

Unearned charges are:
$1000 x 74.11% = $741 (rounded to nearest whole dollar)
SCC is required to return this amount

According to the SCC Refund Policy, you are not entitled to a refund of charges.

You are required to return the amount of your unearned aid, minus the amount returned by the school:
$1112 - $741 = **$371.

**The federal government allows for a grant protection allowance of 50% of the grant amount. In this case, the original Pell Grant was $1500, so the protection allowance is $750. You would not owe a payment directly to the federal government in this case.

Total Amount Due from you: $741, or the amount SCC was required to return to the federal government. Payment must be made to SCC.

Example of an Unofficial Withdrawal Calculation

You stop attending all classes and fail to notify Student Services. When the college determines you quit attending all classes without completing any of them, 50% of your aid will be considered earned.

The other 50% will be unearned and must be repaid to the federal loan and/or grant programs.

You receive a Pell grant of $1500 for the semester.

You are charged $1000 for tuition.

On the 16th day of the semester you receive a Pell balance check for $500, the difference between your Pell Grant and your tuition balance.

You stop attending all classes but do not officially withdraw.

Unearned Pell Grant is:
$1500 x 50% = $750

Unearned charges are:
$1000 x 50% = $500
SCC is required to return this amount

According to the SCC Refund Policy, you are not entitled to a refund of charges.

You are required to return the amount of your unearned aid, minus the amount returned by the school:
$750 - $500 = **$250
**The federal government allows for a grant protection allowance of 50% of your grant, or $750. Therefore, you do not owe a payment directly to the federal government in this case.

Total Amount Due from you: $500, or the amount SCC was required to return to the federal government. Payment must be made to SCC.

If you have any questions about the effect of the Return of Funds to the federal aid programs, please contact the Financial Aid Office.