

WHAT IF I DROP CLASSES OR WITHDRAW FROM SKYLINE COLLEGE?

If you withdraw completely from classes during the College tuition and fee refund period and a BOGF Waiver paid your fees, you will not receive a refund of the fees paid by the BOGF. If you do not receive a BOGF Waiver and your financial aid was used to pay your tuition and fees, your refund will be based on either the federal refund/repayment policy.

If you partially drop classes during a term but do not completely withdraw, your financial aid disbursement may be adjusted according to the level of your enrollment. A partial withdrawal could have an effect on your Satisfactory Academic Progress, but will not usually require a repayment of funds.

Repayment requirements:

In accordance with Public Law 105-244, students who receive federal financial assistance and completely withdraw from all classes before completing more than 60% of the semester will be required to return any unearned federal funds. The amount of the repayment will be calculated on a pro-rata basis of the number of calendar days in the term. FWS earnings are excluded from the calculation. Pell Grant, FSEOG, ACG, Cal Grants and loans will be included in the calculation.

A student's withdrawal date for the purpose of calculating repayment to a Title IV fund will be:

- The date the student provides notification in writing to the Admissions Office that s/he intends to withdraw, or
- The withdrawal date on which the student electronically withdrew, or
- The midpoint of the semester for students who do not officially withdraw, or
- The date posted by the instructor indicating the student's last date of attendance in class.

The Financial Aid Office will identify on a weekly basis through the 60% point in a term all students who completely withdraw by one of the methods shown above. Skyline College will return any funds due from the institution to the funding source/program and will simultaneously notify the student of any funds s/he must repay. If the student has not received unearned funds, s/he will be notified of the availability of those funds. Determination of a repayment will occur within a thirty-day period of the withdrawal. If a student does not officially withdraw, the final grade reports will be used to determine the withdrawal date.

How Is the Amount of Title IV aid to be returned calculated?

- ◆ The percentage of Title IV aid *earned* (student may keep money) is determined as follows:
 - Number of days student completed/Number calendar days in the term = percentage of Title IV earned. Example:
 - 36 days completed/87 calendar days in term = 41%
 - Amount of Title IV funds paid (disbursed) X percentage of Title IV aid earned. This is the amount of Title IV aid the student is entitled to keep or has *earned*. Example
 - \$1671 disbursed X 41% = \$684.91
 - If the earned amount is greater than the amount the student has received, the student is owed an additional disbursement. The student will be notified of the amount that will be paid.
 - Does not apply to this example.
 - If the *earned* amount is less than the amount the student has received, a repayment of Title IV funds is due. The student will be notified of the amount that will need to be repaid. Repayment is due within 45 days of the date on the letter received.

- Student owes funds back in this example.
- ◆ The percentage of Title IV aid unearned (student must repay money) is determined as follows:
 - Amount of aid earned -- Total financial aid paid = Amount of aid to be returned or the student's *unearned* financial aid. Example:
 - $\$684.91 - \$1671 = \$986.09$

Repayment of Title IV grant funds will be applied in the following order:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Academic Competitiveness Grant (ACG)

Students owing a repayment of Title IV loans are responsible for contacting the lender directly to set up a repayment.

Repayment will be required within 45 days or by the last day of the term of the complete withdrawal. Grant repayments will be reported to the Federal Government immediately. If a student fails to repay the debt due, the student will be reported to the Federal Debt Collection Center in Greenville, Texas.

Any student owing a grant repayment or loan due to withdrawing will not be eligible for any federal financial aid or loan at any institution until the debt is repaid.

If you have questions about the repayment requirements, please contact the Financial Aid Office at 650-738-4236 for more information about the calculations or the consequences of complete withdrawal.