

Return of Title IV Funds Policy (R2T4) & State Aid Repayment Policy

1. If a student withdraws from Walla Walla Community College (WWCC), either officially or unofficially, the school, the student, or both may be required to return some of all of the federal and state funds awarded to the student for that period of enrollment.
 - Official Withdrawal - When a student contacts the Office of Admissions at WWCC and requests to withdraw from all of their classes in any given quarter of attendance. **This request must be in person or via email. A student cannot completely withdraw online. It is the student's responsibility to withdraw themselves from their classes, NOT their advisors nor instructors.**
 - Unofficial Withdrawal - When the student ceased attending classes and did not begin the official withdrawal process or provide notification of their intent to withdraw to the Office of Admissions. The date that WWCC determined that the student withdrew would be the date the school became aware that the student ceased attendance. In most unofficial withdrawal cases, student's will receive all F's at the end of the quarter and the last date of attendance will be the date the instructor will provide to the Registrar's office. If an instructor does not enter a date or there are conflicting dates, the financial aid office will contact instructors to determine the last date of attendance from each instructor and will use the latest date provided as the last date for R2T4 purposes. For online classes the last date of attendance would be determined by the student's last login date.
 - Leave of Absence - WWCC does not offer students leave of absences. If a student needs to miss their class(es) for an extended period of time they are encouraged to either take an Incomplete grade or withdraw for the quarter. If the student chooses to take an Incomplete grade, they will need to sign a contract for completion with their instructor(s), failure to complete the contract will result in the student receiving an F in that class. If the student chooses to withdraw or the student does not complete the class, they would go through the withdrawal process and could be subject to the return of Title IV aid that is laid out in this policy.
2. Students who have received State aid (Washington College Grant, College Bound Scholarship, Passport, Bridge Grant) and change their enrollment level on the first day of the term, must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the quarter, if they did not attend all of their registered classes at least 1 class session. The student who decreases enrollment status prior to the first day of the quarter will owe a repayment of the overpayment amount. Students who increase their enrollment status prior to or thru the 10th day of the quarter may be entitled to additional funds for the enrollment status increase.
3. **We are required** to calculate repayment of Federal Pell grant if you **drop one or more classes** (change in enrollment level) on or before the 10th day of the quarter. This repayment is the difference in award amounts based on your former and current enrollment level. **You can avoid this repayment by not dropping any classes the first 10 days of the quarter.**
4. If a recipient of Title IV funds withdraws from a school after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a Post-withdrawal disbursement of the aid that was not received. Post withdrawal disbursements must be made to the student within 30 days of the determination.
5. Up through the 60% point in each payment period or period of enrollment, a pro rate schedule is used to determine how much *federal funds* the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds and no return is required. **Returns must be made no later than 45 days after the date of the withdrawal.**
6. WWCC is required to complete a federal calculation to determine if an adjustment should be made to the student's Title IV aid. Federal calculations assume that a student earns federal financial aid awards directly in proportion to the number of days of the term the student attends. The portion of federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew. Once the percentage is found it is applied to the amount of federal aid the student received in conjunction to the charges the student incurred during that quarter. WWCC utilizes the Return of Title IV Funds on the Web tool on FAA Access to COD Online to determine the amount of money that will need to be returned. A copy of this worksheet calculation is kept in the student's file and with our Business Office (**only if money is owed**).

Priority of financial aid fund reimbursement for Return of Title IV Funds is as follows:

1. Direct Unsubsidized Stafford Loans
2. Direct Subsidized Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant (SEOG)

Washington State Aid Repayment Policy

1. Students who fail to attend classes or who receive funding based on fraudulent information will be required to repay 100% of the funds received.
2. Students who make enrollment status adjustments (up or down) after disbursement and after the start of the term will be subject to completion of satisfactory academic progress requirements outlined under 250-21-010 (12) (a-e). Enrollment status increases must include WCG awards based on that enrollment and may not exceed need. However, students may not receive more WCG than the cost of their tuition and fees. If a student's enrollment is adjusted during the tuition refund period and tuition is reduced, the grant must be reduced to not exceed the cost of tuition and fees.
3. Washington State funds are calculated using Grant Repayment Policy requirements as set forth by the Washington Student Achievement Council (WSAC). Through the "census date" if a student makes a change to their enrollment on or before the 10th day of instruction, except for summer, which is the 8th day of instruction, their state aid eligibility must be recalculated to reflect their new enrollment intensity status. After "census date" and/or disbursement date a students' enrollment intensity level is frozen. If a student fails to attend one or more of their registered classes of which they were funded by state funding, WWCC utilizes the Grant Repayment Calculator on the WSAC portal website to determine the amount of money to return for each Washington grant program the student received.

Note: For this section, "state grant" refers to all state grant and scholarship programs.

<https://www.wvcc.edu/paying-for-college/financial-aid/financial-aid-policies/>