



Complete Withdrawal & Federal Funds Payback Policy

REFUND POLICY: Federal Title IV funds (Pell, SEOG, Federal Direct & PLUS Loans) and State grants (OTAG) that have been awarded will be processed through the Business Office as announced. When funds are disbursed to the student accounts, all tuition & fees, books, room & board, and/or any other charges due to Carl Albert State College (CASC) will be deducted. If the amount of aid awarded exceeds the total charges, the Business Office will issue a refund to the student as announced.

WITHDRAWAL PROCESS: CASC will **NOT** automatically cancel a student's enrollment for nonpayment of tuition and fees. Complete withdrawal from the institution is the sole responsibility of each student. To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the end of the officially defined drop/add period for that semester. Students may cancel registration by filing a Complete Withdrawal Form in the Admissions Office or by submitting a letter to the Admissions Office. Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges for courses added and full refund or credit for courses dropped. No refunds of charges will be made if students completely withdraw or drop classes after the defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV aid recipients. Administrative Withdrawals (AW) are assigned only to students who have been "involuntarily" withdrawn by CASC during the designated semester for health or disciplinary reasons and must be approved by the Academic Affairs office after required documentation has been submitted. Complete withdrawal requests made to instructors or by telephone do not guarantee removal from classes or obligations stated above.

The following includes the steps students must complete to fully withdraw from the college and eliminate all encumbrances.

1. Student must complete the "Complete Withdrawal Form" and return it to the **Office of Admissions**.
2. Student must visit the **Financial Aid Office** for: determination of repayment of any financial aid received for the current term, counseling on Satisfactory Academic Progress (SAP), and student loans (if applicable).
3. Student must visit the **Business Office** to receive account balance and receive counseling on payment of any outstanding balance.
4. Student must visit with the **Housing Director** to exit housing, return keys, and receive counseling on room condition, deposit return, and any remaining financial obligation.
5. Student must visit with the **Viking Bookstore** for textbook returns and verify that any outstanding balance is cleared.
6. Student must visit with **Joe E. White Library** to receive clearance that all books have been returned.
7. Students may also be required to visit with other college personnel depending on their enrollment category, such as Athletic Director, Coach, International Advisor, Nursing Director, Physical Therapist Assistant Director, etc.

Students may call the Office of Admissions at 918-647-1300 for questions.

RETURN OF TITLE IV FUNDS: Any student that received Title IV funds (Pell Grant, SEOG, Direct Subsidized Loan, Direct Unsubsidized Loan, or a Parent PLUS Loan) is required to return a portion of that aid to the Department of Education and/or Carl Albert State College IF the student:

- Submitted a Complete Withdrawal **on or before** 60% of the semester has been completed
- Received all F's that resulted in a 0.00 GPA for the term and ceased attendance **on or before** 60% of the semester has been completed
- Received a combination of F's and W's that resulted in a 0.00 GPA for the term and ceased attendance **on or before** 60% of the semester has been completed

The student will be notified within 30 days of the withdrawal as to the portion of the funds that need to be returned.

CALCULATION OF RETURN OF TITLE IV FUNDS: The percentage earned by the student is equal to the percentage of the term that the student has completed which is measured in credit hours. The total amount of unearned Title IV aid is to be returned or the amount equal to the total institutional charges for the student for the term multiplied by the percentage of unearned aid. The student is responsible for returning 50% of the amount of unearned aid subtracted from the amount returned by the school on the student's behalf. The order of funds to be returned are first loans, including Unsubsidized and Subsidized Direct Loans, and PLUS Loans, and secondly grants, including Pell and SEOG. These funds must be returned to each federal program within 45 days of determination of the withdrawal. Date of withdrawal is the date that the student officially withdrew according to the Complete Withdrawal Form in the CASC Admissions Office or the date that a student ceased attendance if student received all F's or a combination of F's and W's that resulted in a 0.00 GPA for the term.

POST-WITHDRAWAL DISBURSEMENT: In accordance with the school refund policy, if the total amount of Title IV aid that a student earned is greater than the amount of Title IV aid applied to charges, then the student is entitled to receive a post-withdrawal disbursement. CASC will notify the student of the potential disbursement within 30 days of determination of the withdrawal, and will require a response within 14 days of notification before making the refund available to the student.

SO REMEMBER, we want you to stay in school the entire year, but if something unexpected were to happen, timing could mean the difference in having to pay funds back to the Department of Education and/or Carl Albert State College.

Students who drop after the 60% date will not owe any Title IV aid back.