



## Complete Withdrawal & Federal Funds Payback Policy

### **Refunds:**

Federal Title IV funds, state aid, and other awards/scholarships that have been awarded by the Carl Albert State College (CASC) Office of Financial Aid are then processed through the Business Office. Once all charges have been deducted from the award amount(s), leftover funds will be issued to the student as a refund to their designated refund disbursement option.

### **Withdrawals:**

Withdrawals from the institution and changes of enrollment **during** a defined drop/add period will result in a full refund of charges for the dropped course(s). If students withdraw completely or drop 2<sup>nd</sup> 8-week classes **after** the defined drop/add period for that semester, no refunds of charges will be made and the student may be subject to a recalculation of awarded funds. A withdrawal may be classified as official, unofficial, or administrative.

- Official Withdrawals are actively initiated by the student, whether written or verbal, and processed through the Office of Admissions.
- Unofficial Withdrawals are caused by ceasing attendance and/or participation in a course without notifying the instructor or Office of Admissions.
- Administrative Withdrawals are assigned only to students who have been “involuntarily” withdrawn by CASC during the designated semester for health or disciplinary reasons. These require documentation and must be approved by the Office of Academic Affairs.

### **Return of Title IV Funds (R2T4):**

Any student that received Title IV funds (Pell Grant, FSEOG, 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
- Ceased attendance/participation **on or before** 60% of the semester has been completed resulting in all F's or a combination of F's and W's that resulted in a 0.00 GPA for the term

The student will be notified of the portion of the funds that must be returned either within 30 days of the official date or within 30 days after the end of the semester for unofficial withdrawals. The date of withdrawal is the date that the student first initiated the process (official) OR the date that a student ceased attendance/participation as reported by his/her instructors (unofficial).

### **Calculation of R2T4:**

The amount of funds earned by the student is determined by the percentage of the term that the student completed. For example: if a student attends 52 days out of a 116-day payment period (semester), that student completed 44.8% of that term. The student must return the unearned funds as well as pay any outstanding institutional charges before being allowed to enroll or receive an official transcript.

### **Post-Withdrawal Disbursement:**

If a student withdraws before receiving aid that could have been disbursed otherwise and the total amount of earned aid is greater than the amount of aid applied to outstanding 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. Post-withdrawal student loan disbursements will require a response within 14 days of notification before making the refund available to the student.

## Steps to Officially Withdraw:

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

- ✓ Student must complete the [Complete Withdrawal Form](#) and return it to the **Office of Admissions**  
OR send an email from his/her [CASC Student Email](#) listing all classes he/she wishes to withdraw from.
  - Complete withdrawal requests made to instructors or by telephone do not guarantee removal from classes or obligations stated above.
- ✓ Student must visit the **Office of Financial Aid** for: determination of repayment of any financial aid received for the current term, counseling on Satisfactory Academic Progress (SAP), and student loans (if applicable).
- ✓ Student must visit the **Business Office** to receive account balance and receive counseling on payment of any outstanding balance.
  - CASC will **NOT** automatically cancel a student's enrollment for nonpayment of tuition and fees.
- ✓ 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.
- ✓ Student must visit with the **Viking Bookstore** (Poteau or Sallisaw campus) for textbook returns and verify that any outstanding balance is cleared.
- ✓ Student must visit the **Joe E. White Library** or the **Delores O'Guin Michell Library** to receive clearance that all books have been returned.
- ✓ 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.

Failure to complete these steps may result in charges incurred by the student.

**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. \*