WITHDRAWAL AND REPAYMENT OF FEDERAL FINANCIAL AID FUNDS

Federal regulations require that if a recipient of federal financial aid withdraws from one or all of his/her classes at the university prior to completing 60% of the term for which he/she received financial aid, a portion or all of the aid received for that term must be returned to the federal financial aid program. The premise is that the financial aid a student receives is for the entire term and if the student withdraws from one or all of his/her classes prior to completing at least 60% of the term a portion of the aid received was not “earned” and must be returned to the federal government.

- For example, a student withdraws after completing only 30% of the term will have earned only 30% of any federal financial aid received. The remaining 70% must be returned by the school and/or the student.

NOTE: The University Tuition Refund Policy is separate from the requirement to return unearned federal student aid. Tuition refunds will be based on the university’s refund policy published in the Marylhurst University Schedule of Courses and on the Registrar’s website and based on the student’s withdrawal date. The student is responsible for any portion of his/her original tuition charges that are left outstanding after federal aid funds have been returned and any tuition refunds have been applied.

* The Federal Refund Policy does not apply if a student drops below half-time status prior to starting all of their classes. If a student does this, then all aid is cancelled and the student will be responsible for any tuition still due as a result of the aid being cancelled.

Withdrawing from University Versus Withdrawing from One Class
It is important to note the difference between a student who is withdrawing completely from the university versus withdrawing from only one class in a term. A student who withdraws from only one class may not be withdrawing completely from the university but may be considered to be withdrawn for financial aid purposes based on federal financial aid regulations.

Federal Definition of a Module Course
Any course that does not span the entire length of the term (any class less than 10 weeks long)

Federal Definition of a Withdrawn Student
1. If a student withdraws from all courses in the term that student is considered to be a withdrawn student.
2. If the student is enrolled in all “Module” courses (does not take any full-term length classes) and does not complete all of the calendar days in which he/she was scheduled to attend, that student is considered to be a withdrawn student. This is the case even if the student has completed some of the credits in the term.
   - Even if a student is pre-registered for future credits in the same term that he/she are withdrawing from and by credit count was considered still half-time status, he/she would still be considered a withdrawn student if he/she started and withdrew from a class in that term and did not complete all of the calendar days he/she was scheduled to attend.
   - The definition considers scheduled calendar days in the term, not credits
Courses Without Passing Grades

• Schools must document that the student completed all courses with a passing grade.
• If there is no passing grade in the last scheduled course, the school must demonstrate that the student completed the enrollment period.
• If the school cannot demonstrate that the student completed the enrollment period students are considered to be withdrawn (i.e. if a student receives all F grades for non-attendance after having started his/her classes)

If a student is considered to be withdrawn, the student may not have earned all of their aid and a federal aid return calculation would have to be completed. If the student did not attend at least 60% of the term then federal aid would have to be returned to the U.S. Department of Education and the student may owe the school for any balance due (since tuition charges would still be owed).

• The aid refund calculation would be based on the date the student withdrew from all courses or from one or more “Module” courses, compared to how many days scheduled to attend in the term.
• Example: If the student enrolled in four 3-day weekend courses, the aid refund calculation would be based only on the 12 days the student was scheduled to be enrolled and the 60% point determined by how many days the student had attended.
• For more information on the calculation that is used to determine how much federal aid must be returned please refer to the Formula for Withdrawal and Repayment of Federal Aid Funds form.

Determining if Student is a Withdrawal

1. Did the student cease to attend before completing a course (i.e. start a class and withdraw before end of class) or fail to begin attendance in a course scheduled to attend (i.e. dropped a course before class started or during add-drop period)?
   • If yes, go to question 2.
   • If no, student not a withdrawal.

2. When the student ceased to attend or failed to begin attendance in a scheduled course, was the student attending another course during the same enrollment period as the withdrawn-from course or attending another full-term length course?
   • If yes, student is not a withdrawal.
   • If no, go to question 3.

3. Did the student confirm attendance in a course scheduled to start later in the term that has not started yet?
   • If no, student is a withdrawal.
   • If yes, not a withdrawal.

Written Confirmation of Intent to Enroll Exception

There is an exception to the withdrawal rule. If a student withdraws from a course but submits written confirmation of his/her intent to complete other credits in the same term that would keep him/her at half-time status, then a financial aid refund calculation does not have to be done.

• Please note: Pre-registration for a future class does NOT constitute written notification
• Written confirmation must be provided at or close to the time of withdrawal

If the school receives written confirmation from the student of their intent to enroll in a future class in the same term, then the student may keep their aid. If the student then drops or withdraws from the future class, the refund calculation must be done based on the earlier withdrawal date.

Drop versus Withdrawal from classes

If a student drops a course (not withdraw) then his/her financial aid eligibility must be recalculated based on the new number of credits enrolled for. If the drop results in a student being enrolled less than half time then in most instances the student does not qualify for aid and all aid will be cancelled, unless the student adds another class to replace the dropped class.