

REPAYMENT OF FINANCIAL AID FUNDS POLICY

Students who complete zero credits, stop attending, or officially withdraw from all of their classes on or after the first day of the quarter, may owe a repayment of a portion of the financial aid funds they received for the quarter. This policy applies to all federal or state financial aid except work - study earnings. The last date a student attended class, officially withdrew, or notified SSCC of intent to withdraw is used to determine the amount of repayment.

Determining the withdrawal date

The date used to determine whether or not a student owes a repayment of financial aid funds is:

The date the student notified the Registrar's Office of the intent to withdraw

OR

If the student did not notify the Registrar's Office of the intent to withdraw, the last date of attendance is determined as follows:

1. If no instructors reported a last day of attendance to the Registrar's Office, it will be assumed that the student completed 50% of the quarter.
2. If all instructors reported a last day of attendance to the Registrar's Office, the latest date a student attended a class will be used as the last date of attendance.
3. If one or more, but not all, instructors reported a last day of attendance to the Registrar's Office, the latest date of attendance reported will be used if that date is past the 50% date of the quarter. If the latest date is not past the 50% date of the quarter, the 50% date will be used as the last date of attendance.

Institutional refund policy

When students completely withdraw from their classes during the 100% or 50% refund period, tuition and allowable fees are reduced by the amount of the institutional refund. For example, if a student makes a complete withdrawal during a 50% refund period, the student's tuition and allowable fees are reduced by 50%. Institutional refunds will be used to repay financial aid funds in the following order: 1) Pell Grant, 2) Academic Competiveness Grant, 3) Federal Supplemental Educational Opportunity Grant, 4) Tuition Waiver Grant, 5) Washington State Need Grant, and 6) SSCC Grant.

Calculating the repayment amount

Institutions must calculate a "Return of Title IV Funds" for all students who received any Title IV grant funds (Pell, ACG and FSEOG) and did not complete the period for which they received the aid. Under the federal government's "Return of Title IV Funds" policy, students are considered to have "earned" the percentage of their Title IV aid that equals the percentage of the quarter completed in calendar days. The total repayment amount is determined by multiplying the "unearned percentage" by the amount of Title IV aid received. This will give you the total amount of aid that must be returned to the federal programs.

Students who complete zero credits but did not formally withdraw from their classes are also subject to this federal regulation. Students who cannot document that they attended beyond 50% of the quarter are considered to have only earned 50% of their Title IV aid.

Students who complete more than 60% of the quarter have earned 100% of the aid they received and will not owe a repayment to the federal Title IV programs.

Who must repay the Title IV funds (the school's share vs. the student's share)

The school and the student share in the return of federal aid. To determine the school's share of repayment the school must first multiply the "unearned percentage" times the student's tuition and fee charges for the quarter. This amount is compared to the total amount of Title IV aid that must be returned. The school's share of the repayment is the lesser of these two figures.

Note: *If the school's share is greater than the institutional refund charges to the student, the student will owe that amount to the cashier.*

The student's share of the repayment is determined by subtracting the school's share of the repayment from the total repayment amount. This result is multiplied by 50% to determine the amount of repayment the student is obligated to repay.

The Financial Aid Office will notify students who owe a repayment in writing. Students have 45 days to pay the full repayment amount to the Financial Aid Office. After 45 days students must make arrangements with the U.S. Department of Education to repay funds owed. Students may contact the U.S. Department of Education by calling 1-800-621-3115 or by writing to the following address:

U.S. Department of Education
Student Financial Assistance Programs
c/o Student Loan Processing Center
Program Overpayments
P.O. Box 4157
Greenville, Texas 75403-4169

Students may owe a balance to Cashiering

If the school's share of the repayment is greater than the amount of "Refund of Charges" to the student, the student will owe a balance at Cashiering. The Business Office will bill students who owe a balance to Cashiering. Until the bill is paid, students will not be allowed to register for classes or obtain copies of their academic transcripts.

Post-withdrawal disbursements

Students who are eligible to receive Title IV aid, but did not receive their aid prior to withdrawing, may be eligible to receive a financial aid disbursement. This is called a "post-withdrawal disbursement." To qualify for a post-withdrawal disbursement, students must have been eligible to receive the financial aid funds on the date they last attended school. The Financial Aid Office will notify students who are eligible to receive a post-withdrawal disbursement in writing.