

### **6.3.2.8 Financial Aid Adjustments Due to Failure to Attend or Due to Withdrawal**

A student who does not begin attending classes is not eligible for financial aid. Also, as discussed later in this section, a student is not eligible for any aid sponsored by the State of Florida if they withdraw before the add/drop period ends. In either case, each financial aid item will be cancelled and returned to its source.

When a student begins attendance and subsequently withdraws, financial aid is subject to adjustment depending on the last date of class attended and the type of aid. The adjustment will involve determining how much of the student's financial aid was "earned" and how much was "unearned." Earned financial aid will be retained in the student's account to apply to his/her charges. If the earned aid exceeds the student's adjusted charges, it can be retained by the student for other educational expenses. The unearned financial aid will be withdrawn from the student's account and returned to the source(s). Students who begin the semester full-time and subsequently reduce their academic hours to less than 12 will not be entitled to any tuition adjustment. Changing from full-time to part-time enrollment may affect the student's financial aid awards.

It should be noted that there will be instances of withdrawal when the amount of earned aid will be disproportionately lower to the adjusted charges than the original amount of aid was to the original charges. In such instances, the student must make payments using their funds. Also, there will be instances when, before withdrawal, a student will have been given a refund by the Business Office because his/her payments and/or financial aid total exceeded the charges assessed. Still, upon withdrawing, the student must repay some of these funds.

The following paragraphs describe how each primary financial aid source will be handled when a student withdraws.

#### ***6.3.2.8.1 Federal Aid***

Federal Aid includes: Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Perkins Loan, Federal Direct PLUS Loan, TEACH Grants, Pell Grants, and Supplemental Educational Opportunity Grant (SEOG).

A student who withdraws during the first 60 percent of a semester or summer term (beginning with the first day of classes) 28 calendar days of the summer term (beginning with the first day of classes) will have his/her federal aid adjusted based on the student's enrollment time. The federal aid a student "earns" will be directly proportional to the percentage of time enrolled. For example, a student with \$5,000 of federal aid withdrawing on the 30th day of a 100-day semester will have earned 30% (\$1,500) of his/her federal aid. A student with \$3,000 of federal aid who withdraws on the 19th day of a 47-day summer term will have earned 40% (\$1,200) of his/her federal aid.

There is no adjustment of federal aid after the student has completed more than 60 percent of a semester or summer term.

The unearned amount of federal aid will be returned to the source using the following distribution priority: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Perkins Loan,

Federal Direct PLUS Loan, TEACH Grant, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Iraq Afghanistan Service Grant.

Example: A student has \$5,000 of federal aid consisting of a \$2,500 Federal Direct Subsidized Loan, a \$1,500 Pell Grant, and a \$1,000 SEOG. The student earns 30% (\$1,500) with 70% (\$3,500) unearned. Using the prescribed distribution, the Federal Direct Subsidized Loan of \$2,500 would be returned, and then \$1,000 of the Pell Grant would be returned.

The College will return unearned federal financial aid funds as determined by a Federal Refund Calculation Worksheet. If a student has received a refund that included unearned federal financial aid, the student may also be responsible for returning this unearned aid. In this instance, if loan funds are involved, the student can repay these funds to the lender in accordance with the original terms of the loan contract. If the Pell Grant or SEOG is involved, the student must make a cash payment to the College, which, in turn, would be returned to the source, or make a satisfactory repayment agreement with the U.S. Department of Education. It should be noted that the USDOE only requires the student to repay 50% of the unearned portion of the Pell Grant and the SEOG Grant due from the student.

The College will notify the student of any unearned federal aid the student is responsible for repaying.

#### ***6.3.2.8.2 State of Florida Aid***

This category includes all grants and scholarships administered and/or sponsored by the State of Florida.

As previously mentioned, a student is not eligible for any Florida-sponsored aid if he/she withdraws before the add/drop period ends.

A student who withdraws after the add/drop period will retain the Florida aid received for that semester; however, the student will have failed to complete the hours needed to continue receiving the specific Florida aid funds and will therefore be ineligible for those funds in future semesters. Exception: the Florida Bright Futures Scholarship Program (Florida Academic Scholars Scholarship and Florida Medallion Scholarship) requires funds to be returned to the State for any courses withdrawn/dropped by a student after the drop/add period, unless the student has been granted an exception by the Florida Department of Education. Students who withdraw from classes after the add/drop period and have State of Florida Aid should contact the Office of Financial Aid to determine any aid adjustments that will be made to their student account balance.

#### ***6.3.2.8.3 Flagler College Aid***

**Athletic Scholarships.** The Office of Financial Aid and the Athletic Department will determine the amount, if any, of the scholarship that will be adjusted to the student account.

**Resident Advisor Grant.** The amount of eligibility will be directly proportion to the number of days served. For example, a student receiving a \$1,200 Resident Advisor Grant who serves 40% of the semester will be allowed to retain \$480 of the grant. The Vice President of Student Services is responsible for making the final determination on the amount.

**Employee Tuition Grant.** The Vice President of Business Services, in consultation with the President, will make a determination of eligibility on a case-by-case basis.

**Tuition Exchange Grant.** Since the Tuition Exchange Grant covers the full cost of tuition, the grant amount earned will be directly proportional to the amount of the student's adjusted tuition charges.

All other Flagler College aid will be handled on the same basis as federal funds. This aid includes but is not limited to, Flagler College grants, named Flagler College scholarships, Presidential Merit Scholarship, etc.

#### ***6.3.2.8.4 Grants from Other States, Private Source Scholarships, and Loans***

These items of aid will be handled in accordance with the policy of the sponsoring organization. Lacking specific guidance, the following applies:

1. A student who does not begin attending classes will have his/her scholarship or loan cancelled.
2. A student who begins attending classes and withdraws will be allowed to retain the total amount of the scholarship or loan for the semester.
3. If there is any question as to the intent of sponsoring organization, the College will contact the organization for guidance.

#### ***6.3.2.8.5 Procedure for Refunds***

After all tuition, fees and related charges have been invoiced, students with a credit balance in their student account will be refunded directly to their account preference selected in CASHNet. All students must activate a refund preference online through CASHNet. Any student who does not activate a refund preference through CASHNet, will be mailed a paper check to their legal address on file.

#### ***6.3.2.8.6 Policy Exceptions***

A student who thinks that extenuating circumstances pertaining to his/her situation warrant special consideration may submit a written appeal to the Bursar. Such an appeal must be submitted within one week of the refund determination and contain full justification supported by appropriate documentation. Additional information regarding and/or relating to the Office of Business Services can be found on-line at <https://my.flagler.edu/ics>, under the Students Tab.