

HAWAII COMMUNITY COLLEGE RETURN OF TITLE IV FUNDS POLICY

HAWAII COMMUNITY COLLEGE, FINANCIAL AID OFFICE

The Higher Education Amendment of 1998 required schools to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal PLUS loan funds) OR has met the conditions that entitle the student to a late disbursement.

The Amendment makes clear that Title IV funds are awarded to students with the assumption that he/she will attend school for the entire enrollment/payment period. If a student receiving the above-mentioned assistance completely withdraws from school or ceases to attend classes, the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

The withdrawal date is used to determine the point in time that the student withdrew or ceased to attend so that the percentage of the enrollment/payment period completed can be determined. A student's withdrawal date will vary depending on the type of withdrawal. If a student officially withdraws, the date the institution would use would be the day the student started the withdrawal process or notifies their intent to withdraw whichever is earlier. However, the school may choose to use an earlier last date of attendance at an academically related activity as the student's withdrawal date. If a student does not notify the institution that he/she has withdrawn, the date that the student withdrew would be the date the institution became aware that the student ceased to attend classes. The percentage of Title IV aid earned is equal to the percentage of the enrollment/payment period the student completed.

In cases in which funds must be returned, the school will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. In such cases, the Financial Aid Office will send the student a repayment promissory note which details the amount that must be repaid, the federal aid program that must be repaid, and the date the repayment is due. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student's account by the institution, which will prohibit the student from registering in the future semesters, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a "post-withdrawal" disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the "post-withdrawal" disbursement via an award letter. The award letter must be returned to the Financial Aid Office within fourteen (14) days or the "post-withdrawal" disbursement will be cancelled.

PROCEDURES FOR OFFICIALLY WITHDRAWING FROM SCHOOL

1. Students who are completely withdrawing from school must obtain a complete withdrawal form from the Records Office. This form requires the student to provide a last date of attendance for their classes. Students who do not officially withdraw from school may receive "F" grades for all courses.
2. Students who are completely withdrawing from school must present the complete withdrawal form to the Financial Aid Office for signature. **The Official Withdrawal Process begins when the student submits the withdrawal form to the Financial Aid Office for signature. All refunds and repayment amounts will be rounded to the nearest cent.**
3. Finally, students who are completely withdrawing from school must return the complete withdrawal form, with all required signatures, to the Records Office. It is only at this point that the student will be officially withdrawn from all classes.