

## **Federal Student Aid Resignation/Withdrawal Policy**

Students who resign/withdraw from all degree applicable courses for a term must repay aid that is unearned based on the effective date of withdrawal, amount of institutional charges, and amount/type of aid. The Return of Title IV Funds Policy applies to federal student aid recipients who withdraw after aid has disbursed. Repayments for these students are determined according to this policy.

Federal aid recipients who need to withdraw for personal reasons should consult Student Financial Services prior to withdrawing. Students withdrawing for personal reasons may drop their classes online. A paper withdrawal form is not required for a personal withdrawal unless your last date of attendance does not coincide with the date that you drop because the effective date should be the last date of class attendance. If this date cannot be determined, the date the student began the withdrawal process or officially notified the institution of the intent to withdraw is the withdrawal effective date. Students who need to withdraw for medical reasons should contact Auburn Cares to begin the withdrawal process, medical documentation is required. Students withdrawing for military reasons should contact their Dean's Office, a copy of military orders is required.

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes these programs: Unsubsidized Direct Loans, Subsidized Direct Loans, Federal Graduate PLUS Loans, Federal Parent PLUS Loans, Federal Pell Grants, Federal Supplemental Grants (SEOG), Federal Teach Grants, and Federal Iraq and Afghanistan Service Grants.

In accordance with federal regulations, when an aid recipient withdraws, repayments are allocated in the above order followed by other Title IV assistance, other federal sources of aid, other state, private and institutional aid. Title IV aid is earned in direct proportion to the length of time the student is enrolled. A student who remains enrolled beyond the 60% point earns all aid for that period. Until a student has passed the 60% point, only a portion of the aid has been earned. Aid that is unearned based on the calculation must be repaid to the federal program(s). The amount to be repaid will be charged back to the student's billing account and must be repaid by the student. A copy of the worksheet used for this calculation may be requested from the Office of Student Financial Services.

Auburn University's responsibilities with regard to the Return of Title IV Funds Policy include: making available the information provided in this policy; identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students; returning any Title IV funds that are due the Title IV programs; and collecting repayment from the student.

The student's responsibility with regard to the Return of Title IV Funds Policy is returning to the Title IV programs any funds that were disbursed directly to the student for which the student was determined to be ineligible via the Return of Title IV Funds calculation. Funds that must be

returned are returned to the federal programs on the student's behalf and are charged to the student's AU Ebill account.

### **Unofficial Withdrawals**

Students who fail to earn a passing grade in at least one course for the term are considered to have unofficially withdrawn. We are required to contact professors to determine if the failing grade was a result of class performance or lack of attendance/participation. If we verify that the student stopped attending/participating before the term ended, we are required to withdraw them effective with the last documented class attendance/participation. Depending on the effective date, financial aid repayment of funds will be required.

### **Modules and Federal Aid**

Modules are mini-terms where a class or classes in a program do not span the entire length of the school's payment period used in disbursing federal grants and loans, or in other words, do not stretch from the first day of the term to the last day of the term. A student is considered withdrawn when they have not completed all the days they were scheduled to compete in the payment period.

To determine whether a withdrawal has occurred when modules are involved, the regulations provide four questions:

1. Did student complete all requirements for Graduation?
2. Did the student successfully complete Title IV-eligible coursework in one module or a combination of modules that equals 49% or more of the number of countable days in the payment period or period of enrollment?
3. Did the student successfully complete Title IV-eligible coursework equal to or greater than what the school considers to be half-time enrollment for the payment period or period of enrollment?
4. Did the student confirm attendance in writing for a Title IV-eligible course in a later module in the payment period or period of enrollment that begins no later than 45 calendar days after the end of the module he or she ceased attending?

### **Avoiding or Minimizing Reduced or Returned Aid**

The best way to avoid losing all or part of your aid is to enroll for only the classes you intend to take and complete. Make sure that the courses you register for are required for your degree program and that you meet the minimum credit hour requirements for funds that you expect to receive. Before the term begins, review your schedule to be sure the registration is for the right class(es), and make all class changes (drops/adds) as necessary. Review the withdrawal policy to fully understand the consequences of withdrawing from a class, and check with the instructor(s) or academic advisor for alternatives to dropping a class.

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