

Student Financial Aid Resignation Policies

Students who withdraw from all classes 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 financial aid recipients who resign from a term after aid has disbursed. Repayments for these students are determined according to this policy.

Financial aid recipients who need to resign for personal reasons should consult our office prior to resigning. 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 withdrawal effective date should be the student's 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 resign for medical reasons should contact the Office of Accessibility to begin the withdrawal process. They will let you know what medical documentation is required to process a medical resignation. Students withdrawing for military reasons should contact their Dean's Office to complete a paper resignation form with military orders attached.

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 Stafford Loans, Subsidized Stafford Loans, Federal Perkins Loans, Federal Graduate PLUS Loans, Federal PLUS Loans, Federal Pell Grants, and Federal Supplemental Grants (SEOG).

In accordance with federal regulations, when an aid recipient resigns, 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 Aid.

Auburn University's responsibilities with regard to the Return of Title IV Funds Policy include: providing each student with the information given 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 the 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.

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. If we verify that the student stopped attending before the term ended, we are required to withdraw them effective with the last documented class attendance. Depending on the effective date, financial aid repayment of funds will be required.

Modules and Federal Aid

Modules are mini-semesters 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. Specifically, this is referring to the Summer Mini-Semester I and Summer Mini-Semester II.

New regulations effective July 1, 2011 state that a student is considered withdrawn when the student has not completed all the days he or she was scheduled to attend in the payment period.

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

1. Did the student withdraw from a class, or not attend a class he or she had enrolled to take? If answered "no" this is not a withdrawal; however, if answered "yes" go to question 2.
2. Is the student currently attending or active in another class? If answered "yes" this is not a withdrawal; however, if answered "no" go to question 3.
3. Did the student confirm intent to attend a future class during the same term?

The new regulation also states that the university is not required to treat a student who ceases to attend a modular class as a withdrawal if the student gives the university written confirmation of his or her intent to attend a later modular class in the term.

Avoiding or Minimizing Reduced or Returned Aid

The best way for a student to avoid losing all or part of his or her aid is to enroll for only the classes they intend to take and complete those classes. The following are some additional suggestions:

Before the term begins, review the class schedule to be sure the registration is for the right class(es), and make all class changes (drops/adds) as necessary.

After the term has begun, review the withdrawal policies and procedures to fully understand the consequences of withdrawing from a class, and check with the instructor(s) or advisor for alternatives to dropping a class.

Revised September 4, 2012