

## Contra Costa Community College District (CCCCD) Withdrawals and Return to Title IV (R2T4) Policy

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In accordance with federal financial aid regulations, CCCCCD has developed the following Withdrawals and Return to Title IV Policy which describes how withdrawals from courses effect a student's eligibility for financial aid funds. The term "Title IV" refers to the section of the Higher Education Act which authorizes the administration of student financial aid programs. This policy applies to all campuses of CCCCCD (Contra Costa College, Diablo Valley College, and Los Medanos College) and its centers.

### I. General Requirements

Title IV funds are awarded and disbursed to a student under the assumption that the student will attend school for the entire period for which the assistance was disbursed. When a student withdraws from the term, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

### II. Withdrawals

If a student who received Title IV funds withdraws from all of his courses after beginning attendance and before completing 60% of the term, the school must determine the amount of grant or loan funds the student earned. If the amount of funds disbursed to the student is greater than the amount of funds that was actually earned, the unearned funds must be returned.

- A. Determining the 60% Date: To determine the 60% date of the term, the college must count the total number of instructional days in the term and multiply by 0.60. This provides us with the number of days that equal 60% of the term. We must then count this numbers of days from the start of the semester to determine which date marks the 60% point of the semester. For example: If the semester is 100 days, then 60% of the semester would occur on the 60<sup>th</sup> day ( $100 \times 0.60 = 60$ ). If the semester started on August 15<sup>th</sup>, the 60<sup>th</sup> day would occur on October 13<sup>th</sup>. The 60% date of each term is published on the Award Notification and Payment Calendar and is available on InSite Portal.
- B. Determining the Withdrawal Date: To determine the date which a student withdrew, the college will refer to the date the courses were dropped according to the Admissions and Records Office. If the courses were not officially dropped, this is referred to as an "unofficial withdrawal" and the withdrawal date will be determined to be 50% of the semester.

Any student who withdraws after the 60% date is determined to have earned his/her entire disbursed title IV funds.

### III. Unofficial Withdrawals

Any student who receives all non-passing grades (W, F, NP) for a single semester is considered to have unofficially withdrawn. For all unofficial withdrawals, the college will apply the 50% date of the

semester as the student's withdrawal date, unless the student can document his last date of attendance. Students who are considered to have unofficially withdrawn will receive a notification letter from the college with instructions to submit documentation of their last date of attendance. Students will have 10 business days from the date of notification to submit proper documentation. Acceptable documentation may include, but is not limited to: a term paper, homework assignment, final exam, or letter from the course instructor.

Any student who can document attendance past the 60% date will be determined to have earned his/her entire disbursed title IV funds.

#### **IV. Return of Funds Calculation**

The college must use the student's withdrawal date and the amount of aid that was disbursed to determine how much funds, if any, the student is required to return.

For example:

You received \$2,000 in Pell grant funds and withdrew on the 10<sup>th</sup> day of the semester.  
There are 100 days in the semester, so you earned 10% of your grant (10 days / 100 days = 10%)  
$$\$2000 \times 0.10 = \$200 \text{ earned}$$
$$\$2000 \text{ received} - \$200 \text{ earned} = \$1800 \text{ unearned}$$

From the unearned amount, the school must then deduct:

- Any institutional portion (determined as a percentage of the institutional charges), and
- 50% of the total aid that could have been disbursed

For example:

You took 12 units at \$46 per unit, for a total institutional charge of \$552.  
Multiple the institutional charges by the percentage of unearned funds.  $\$552 \times 0.90 = \$496.80$   
50% of the funds disbursed is \$1000 ( $\$2000 \times 0.50 = \$1000$ )

$\$1800 \text{ unearned funds} - \$496.80 \text{ institutional portion} - \$1000 = \$303.20$  to be returned by the student.

#### **V. Returning the Funds**

The college is required to return the institutional portion to the Department of Education within 45 days.

The student is responsible for returning the student portion to the Department of Education. The student will be notified by the college of the amount due, due date, and instructions for submitting payment.

#### **VI. Post-Withdrawal Disbursements**

There may be times where the amount of funds disbursed to a student is less than the amount of funds that was actually earned. In these cases, the student may be eligible to receive a post-withdrawal disbursement of the earned funds that were not yet received.

For example:

You received \$500 in Pell grant funds and withdrew on the 30<sup>th</sup> day of the semester.

There are 100 days in the semester, so you earned 30% of your grant (30 days / 100 days = 30%)

Your total award for the semester was \$2000, so you earned \$600 ( $\$2000 \times 0.30 = \$600$ )

$\$500$  received -  $\$600$  earned =  $-\$100$  credit balance for post-withdrawal disbursement

The college must disburse any funds due to the student as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, but no later than 180 days from the date the student withdrew.