

**CLARK COLLEGE
FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Students who receive Financial Aid are subject to the Federal Return of Title IV Funds Policy. This policy is effective if a student officially or unofficially withdraws from all credits in a payment period (quarter). Students who remain enrolled through at least 60 percent of the payment period are considered to have earned 100 percent of the aid received and will not owe a repayment of Federal Title IV funds. If a student completes at least one course they will be subject to the Satisfactory Academic Progress Policy, rather than the Return of Title IV Funds Policy. Federal financial aid recipients are subject to both the Federal policy for Title IV aid and the Clark College Institutional Refund policy for institutional aid.

A student's withdrawal date is one of the following:

1. The date the student began the institution's withdrawal process or officially notified the institution in writing of intent to withdraw
2. The midpoint of the period for a student who leaves without notifying the institution
3. The student's last date of attendance at a documented academically related activity
4. The student's last date of attendance as reported by their instructor for a student who leaves without notifying the institution

Funds are returned to the following sources in order of priority, as established by Congress:

1. Unsubsidized FFEL Loans
2. Subsidized FFEL Loans
3. FFEL PLUS Loans
4. Federal Pell Grants
5. Academic Competitiveness Grant
6. Federal SEOG

There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:

1. Determine date of withdrawal and percentage of payment period attended by the student
2. Calculate amount of Title IV aid earned by the student
3. Compare amount earned and amounts disbursed to determine amount unearned
4. If amount earned is greater than amount disbursed, determine late disbursement
5. If amount earned is less than amount disbursed, determine amount of Title IV aid must be returned
6. Calculate portion of funds to be returned by institution and student

Both Clark College and the student have specific responsibilities under this policy. Students who owe a repayment due to the Return of Title IV funds must pay or make satisfactory arrangements to pay that obligation before regaining eligibility for additional financial assistance.

Washington State Need Grant Repayment Policy

Students receiving Washington State Need Grant (SNG) are subject to the Washington State Need Grant repayment policy as defined by the Washington State Higher Education Coordinating Board. This policy is effective only if a student completely terminates enrollment by withdrawing from or failing all credits.

Students who remain enrolled through at least 50 % of the payment period (quarter) are considered to have earned 100% of the SNG received and will not owe a repayment to the SNG program. Students who officially or unofficially withdraw before the 50% point of time will owe a repayment. The amount of the repayment is based on the date of official withdraw or the last date of attendance as documented by the students instructors. Students will be billed for the amount of SNG considered unearned less 50%. Only repayments of \$50.00 or more will be identified.

For example, a student receives a SNG award in the amount of \$851.00. The student withdraws from school at the end of the second week of the quarter. Based on the number of days in the quarter, the student earned 18% of their SNG or \$153.00. The amount of the award that is considered unearned is \$698.00 (\$851.00-\$153.00). 50% of the amount unearned, \$349.00, is the amount the student is required to repay.

450.015 SCHOOL REFUND POLICIES

Students who officially withdraw through the Registration Office may receive a refund of tuition and certain fees according to the following:

1. For classes that last at least seven weeks and begin the first week of the quarter:
 - a) 100% --- If the withdrawal occurs during the first five business days of the quarter (Business days are Monday through Friday.)
 - b) 100% --- If the class begins on the first Friday evening or the first Saturday of the quarter and withdrawal occurs no later than the close of business on Monday of the second week of classes.
 - c) 50% --- If the withdrawal occurs between the sixth business day and the 20th calendar day of the quarter.
 - d) 0% --- If the withdrawal occurs after the 20th calendar day.
2. For classes that do not begin the first week of the quarter, last less than seven weeks, but have more than five class sessions:
 - a) 100% --- If the withdrawal occurs before the second class session.
 - b) 50% --- If the withdrawal occurs after the second class session but before the fourth class session.
3. For classes with a total of five class sessions:
 - a) 100% --- If the withdrawal occurs before the second class session.
 - b) 50% --- If the withdrawal occurs after the second class session but before the third class session.
4. For classes with a total of three or four class sessions:
 - a) 100% --- If the withdrawal occurs before the first class session.
 - b) 50% --- If the withdrawal occurs after the first class session but before the second class session.
 - c) 0% --- All other cases.
5. There is an automatic 100% refund for classes that are canceled by the College.
6. Refunds for students receiving financial aid will be made directly to the sponsoring agency (not the student). The College will issue pro-rata refunds in compliance with federal regulations for eligible students.
7. Payments made with credit cards will be credited back to the card. Payments made with cash will be reimbursed by check to be mailed within five working days. Payments made by check will be reimbursed by check to be mailed within four weeks after the date of payment. Amounts of reimbursement are established by the refund policy. Payments made by a sponsoring agency are reimbursed directly to that agency.
8. Students who believe extenuating circumstances justify an exception to the policy may complete a Refund Exception Form at the Registration Office. Exceptions may be granted for documented medical or active duty military reasons.
9. A separate refund policy applies to classes offered by Community Education and Mature Learning Classes. For more information see the Community Education or Mature Learning section of the class schedule.

The student will owe differences between the Clark College Refund Policy and the Federal Return of Title IV Funds Policy to the College.

Treatment of Federal Student Aid When a Student Withdraws REQUIREMENTS OF 34 CFR 668.22

The law specifies how Clark College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that Clark offers and are covered by this law include: Federal Pell Grants, the Academic Competitiveness Grants (ACG), Stafford Loans, PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of the quarter, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the quarter, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Clark College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The college may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, and fees. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your Clark College debt.

The college must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

If you, your parent or the college, on your behalf, receives excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The college must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. In addition, a student does not have to repay a grant overpayment of \$50.00 or less for grant overpayments resulting from the student's withdrawal. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the college refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. **The college may also charge you for any Title IV program funds that the school was required to return.** The college refund policy is enclosed. The college can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

You may also contact the Clark College Office of Financial Aid at (360) 992-2153 or by email at finaid@clark.edu.

The amount of a grant overpayment due from a student is limited to the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the quarter.

Clark College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, marital status, disability, sexual orientation, gender identity, gender expression, disabled or Vietnam veteran status.