

Clark College Census Date Policy

Enrollment level is the range of credits that a student is registered for and correlates with the level of funding.

A student's enrollment level for the term is established at the time the funds are sent to Customers Bank for disbursement. On the census date, fifth day of the term, the student's enrollment level is confirmed and compared to the original enrollment level. No funding adjustments can be made after the census date. *

Enrollment and Funding Levels

Enrollment Level	Funding Level	Award Amount
12 – or more credits	Full- Time	100%
9-11 credits	3/4- Time	75%
6-8 credits	1/2- Time	50%
1-5 credits	Less Than 1/2 Time	25%

Increasing Enrollment Level (Adding Credits)

If a student adds classes during the first week of the term and is entitled to additional funds, the Financial Aid Office will disburse the additional funds to the student's Customers Bank option. Students who are eligible to receive additional funds will receive notification of refund disbursements from Customers Bank.

Decreasing Enrollment Level (Dropping Credits)

If a student drops to a lower enrollment level after their refund disbursement is released to Customers Bank, the student will be billed based on their change in enrollment. Money owed is identified as a Pell Grant overpayment.

Census Date Adjustments

The Financial Aid Census Date may be adjusted due to College closures resulting from inclement weather or other unforeseeable circumstances that cause the campus to be closed during the first five business days of the term. In the event of unexpected closures, Financial Aid, Enrollment Services, and Accounting Services will coordinate efforts to extend refund periods, and payment deadlines as needed.

Late Start or Module Classes

A student may enroll in class(es) that begin after the official term start date, or end before the official term end date. Financial aid will include module classes in the enrollment level at the time funds are sent to Customers Bank. If a student does not commence attendance or drops a module class prior to the class start date, they will be billed based on their change in enrollment. Money owed is identified as a Pell Grant overpayment.

Pell Grant Repayments

Students who owe a Pell Grant repayment as a result enrollment changes will receive a bill through their Clark College student e-mail address. If a tuition refund resulted from the enrollment level change, it will be applied toward the Pell Grant overpayment to reduce any amount owed. Students who owe a Pell Grant overpayment will have 45 days to pay their debt in full or make arrangements to pay their debt. If, within 45 days, the student fails to pay in full or make arrangements to pay, the debt will be referred to ED Debt Resolution Services (www.myeddebt.com/borrower/). Students whose debt has been referred will no longer be eligible for financial aid, including grants, loans and work study.

Even though students repay their debt, they will still be held responsible for their original enrollment level and could face financial aid warning or suspension based on finalized quarter enrollment level.

*If extenuating circumstances occurred that prohibited a student from registering prior to the census date and attendance during the first week of the quarter can be confirmed by the instructor, an adjustment to enrollment level may be possible. Please visit the Financial Aid Office for more information.

Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam -era veteran status in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies: Special Advisor for Equity and Diversity, Gaiser Hall, 360-992-2355, or 360-991-0901 (video phone). Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314, or 360-991-0901 (video phone).