

Withdrawal and Refund Policy

If you withdraw from the college either before the start of the term or after the term starts, you must process an official withdrawal form through the Office of Records and Registration, as well as the Financial Aid office. If you withdraw prior to the start of the term and you received an advance on your financial aid in which you used to purchase books or book supplies, you must return the funds to the Cochise College Business Office.

The withdrawal date is:

- The date that the student began the withdrawal processor, or
- The date that the student otherwise provided official notification to the school of the intent to withdraw, or
- If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the last date of attendance as recorded by the instructor, the midpoint of the semester for which federal financial aid was disbursed, or a later date documented by the school.

Return of Title IV Funds

Title IV aid is earned in a prorated manner up to and including the 60 percent point in the semester. Title IV aid and all other aid is viewed as 100 percent earned after that point. Find the **Return of Title IV Funds worksheet (website)** online (choose Credit Hour Program) or at Cochise College's Financial Aid Office. Students who receive Title IV aid but do not begin attendance are not subject to Return of Title IV Funds Calculation. Instead, the full amount of disbursement is immediately due back from the student if the student never begins attendance. For withdrawals, the percentage of Title IV aid earned is calculated by taking the number of days completed by the student divided by the total number of days in the term. The percent of the semester completed is the percentage of Title IV aid earned by the student. The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) is 100% minus the percent earned. Cochise College will return the unearned aid to the federal programs or lender by debiting the student's account **as soon as possible** but no later than 45 days from the determination of a student's withdrawal. The total required institutional charges times the percent of unearned aid equals the amount returned to program(s) by Cochise College.

The student shall return the unearned aid to the federal programs or lender as follows: Total unearned aid minus the institution's share equals the amount returned to the program(s) by the student. Unearned Title IV aid shall be returned to the following programs in this order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplement Educational Opportunity Grant
6. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required

When the total amount of unearned aid is greater than the amount returned by Cochise College from the student's account, the student is responsible for returning unearned aid to the appropriate program(s). Loan amounts are returned by the student within the terms of the master promissory note (MPN). A student does not have to repay grant overpayments of \$50 or less per program.

The Title IV funds that were disbursed in excess of the earned amount will be returned to the federal government by the college. The amount to be returned to the college will be calculated from the date on which you officially withdrew. If any funds are remaining after the return of Title IV aid, they will be used for repayment obligations for the college's funds, state funds and other private sources. If an unpaid balance(s) exists, all aid sources will be repaid before any funds are returned to you.

Financial Aid Return of Title IV Funds Calculation Sample

A student withdraws after attending 11 days of an 110 day enrollment period. The student received a \$1,000 Pell Grant and a \$2,500 Federal Subsidized Loan. The students' institutional costs were \$1,000.

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- Days attended (11) / Days in semester (110) = Percentage completed (10%);
- Total Title IV aid disbursed; \$1000 in Federal Pell Grant + \$2500 in a Subsidized Loan (\$3500) X Percentage Completed (10%) = Earned Aid (\$350)
- Total disbursed aid (\$3500 – Total Earned Aid (\$350) = Unearned Aid (\$3150)
- 100% of Semester – Percentage Completed (10%) = Percentage of Unearned Aid (90%)
- Percentage of Unearned Aid (90%) X Institutional Charges (\$1000) = Unearned Charges (\$900)
- Cochise College will return the lesser of the Unearned Aid (\$3150) or Unearned Charges = (\$900)
- Cochise College's Share (\$900) will be returned to the Federal Subsidized Loan lender.
- Unearned Aid (\$3150) – Cochise College's Share (\$900) = Student's Share (\$2250)
- Total amount of Loans (\$2500) – Cochise College's Share (\$900) = \$1600; this is the amount the student will return to the Lender according to the terms of the master promissory note (MPN).
- Initial amount of unearned Title IV aid due from the student (\$2250) – student's repayment to the student's loan (\$1600) = Initial amount of Title IV Grants for Student to Return (\$650)
- Grant aid disbursed (\$1000) X 50% = Title IV Grant Protection (\$500) 50% of Grant aid is protected based on HERA 2005.
- Initial amount of Title IV Grants for Student to Return (\$650) – Title IV Grant Protection (\$500) = Title IV Grant Funds for the Student to Return (\$150) The Department of Education's refund policy is effective through 60 percent of the term. Both the institution and the student are liable for the return of "unused" federal funds. You will receive a copy of the refund calculation along with a letter stating the amount of funds that you are required to return. Your payment must be returned to Cochise College unless you are given other instructions.

You have 45 days to return the federal funds or make satisfactory arrangements to repay. Failure to repay will result in the loss of eligibility for all Title IV federal financial aid programs. If you have a student loan, you will be notified of any payments made to your student loan by Cochise College. If you stop attending your classes and do not notify the college, you are subject to the same refund policy. Any student who completes the term with only W and F grades will be checked for completion of all classes and will be subject to the refund policy.