

Return to Title IV Policy and Procedure

Official Withdrawal

Prior to the start of the semester, students will initiate the drop process with their Academic Advisor.

Once the semester has begun, students initiate the withdrawal process with Academic Services. The student will obtain an add/drop slip or may email Registrar@rc.edu. The student may also complete an add/drop form on their student portal at my.rc.edu.

Student Financial Services (SFS) is notified by Academic Services when a student withdraws and the student's withdrawals from their courses will appear on the SFS advisor's Daily Registration reports that are automatically emailed to the SFS advisor's Rochester College (RC) email account.

Students who fully drop from their courses and receive a 100% refund and it has been verified the student never began attendance in any of their courses, will have their aid fully reversed. The aid is returned to the appropriate programs. Traditional students (Trad) have until the published census date (even if they had attended courses), and Center for Extended Learning students (CEL) have until the first day of their courses. For additional information on the Tradition program policy, please see "Traditional students withdrawal/add/drop policy" later in this document. Traditional students have until census date to drop their courses, however, if they have begun attendance, a Return to Title IV (R2T4) process is still required to be completed and a student may be eligible for a post-withdrawal disbursement.

Rochester College is an institution that is "required to take attendance". Therefore, students will be administratively dropped from their courses if they cease attendance in all of their courses within a 14 day period.

Students who fully withdraw (after the start of their courses for CEL students and after census date for Trad students) will need to go through the R2T4 process. The process must be completed within 30 days of the date that the college determines the student withdrew, no later than 14 days after the student ceased attendance. Rochester College is required to take attendance by Department of Education definitions and therefore use the

student's last date of attendance (LDA) as the withdraw date for official and unofficial withdrawals.

Last date of attendance Procedure from Academic Services:

- All faculty must submit weekly attendance for the courses that they instruct. Attendance is due on Sunday at 11:59pm of each week.
- The Registrar's Office oversees student attendance submissions by faculty. The purpose of this process is to verify that registered students are attending classes, and to identify those who have stopped attending and are still registered. (Administrative Actions are taken for these students)
- Once a week, the Registrar's office runs a report to verify that faculty submitted attendance for the prior week.
- Faculty who have not submitted their attendance receive a reminder to do so via e-mail.
- The Registrar's office then runs a report to identify student's who have stopped attending all of their courses for 14 days.
- Students that stop attending all courses for 14 days are administratively withdrawn based on their LDA.
- In order to determine a student's LDA, the college will pull their attendance records (up to date), and use the last date that they attended their class.
- Our Director of online learning will provide the last date of attendance for online courses based on the definition of attendance in a course of distance learning.
- If attendance is not up to date the instructor of the course is contacted to update attendance with an accurate LDA.

Unofficial Withdrawals (Unofficial withdrawals are very rare due to the 14 day rule and requirement to be labeled as "Required to Take Attendance". The only time Unofficial withdrawals occur would be when the student does not attend the last week of the course).

Students who receive all W's and/or F's within a semester must be evaluated after each semester. Academic Services will be responsible for identifying these students and provide supporting documentation (attendance records, emails from faculty, etc.) each semester after grades are posted and forward to the Student Financial Services Department.

SFS must evaluate these documents to determine if any of these students are Title IV recipients and perform any necessary R2T4 calculations (earned F's versus unearned F's). All documentation will be kept in the students financial aid file.

Order in which Title IV Program funds must be returned

When there is aid that is unearned, the order in which the funds are returned to the programs are as follows:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Perkins Loans
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

For these types of withdrawals, as with all other withdrawals, SFS will use the last date of attendance (LDA) based on the documentation from Academic Services and/or attendance records as the student's withdrawal date.

Traditional students withdrawal/add/drop policy

Students may add or drop courses until the second Friday of each semester (census date), after which courses may not be added and withdrawals are noted as "W" on transcripts. Withdrawals are not allowed after the date published on the college calendar.

Financial Aid will be packaged based on original enrollment and will be re-evaluated after the second Friday of each semester. At that point financial aid based on enrollment hours will be locked in. If enrollment changes occur after this date, financial aid cannot be calculated for those enrollment hours.

Students will receive 100% refund on all course drops up until the second Friday of each semester (census date). After this date tuition will be refunded on a pro-rata base. The refund schedules will be posted in the Rochester College catalog.

Administrative Drops will be evaluated prior to the second Friday of each semester. Academic Services will drop students from any course in which they did not begin attendance by that date and financial aid will be re-evaluated.

Students are allowed to add a Session B course after census date, prior to the course start date, if it allows them to continue to be in the block rate (12-18 credit hours). If it takes them out of the block rate, students will be

required to pay out of pocket and will not be eligible for Financial Aid for the added course.

Withdrawal in modules

If a student fails to begin attendance in the number of credit hours for which the Federal Pell Grant was awarded, the institution must recalculate the student's eligibility for Pell and campus-based funds based on a revised cost of education and enrollment status (CFR 690.80(b)(2)(ii)).

For the Return Calculation: The numerator is the number of completed days in the semester (the first day of the module through the date of withdrawal – the days the student was actually in attendance). The denominator includes all modules the student was scheduled to attend in the semester.

If a student ends up less than half time after completing one module (would have been half time if both modules had been completed) any disbursed loan funds do not have to be returned since they were based on the student's original status. However, once less than half time status has been established, subsequent disbursements may not be made.

If a student fully withdraws from Session A, however, the student gives written confirmation (at the time of the withdrawal or after but no later than 10 days after) of intentions to continue in Session B, the student does not have to be considered a withdraw. However, if the student does not continue, the withdrawal calculation must be processed using the original withdrawal date.

Withdraw in Modules Catalog Policy

Students enrolled in a course(s) offered in a Session A and/or Session B in the Center for Extended Learning program, will be subject to additional governmental regulations with regards to withdrawing and dropping courses. If a student is enrolled in at least one "full semester" course, these regulations do not apply. Students must attend and "complete" all of the "scheduled days" in which the student was originally registered and enrolled for. Students are considered a complete withdrawal if they cease to attend their Session A courses within a 14 day period, unless, Rochester College has received, in writing, confirmation the student will continue to be enrolled and attend their Session B courses. If confirmation is not received by the student within 10 days of their last date of attendance in their Session A

course(s), they will be considered to have completely withdrawn from Rochester College and both Session A and Session B course dates will be included as "scheduled days" when recalculating their Financial Aid eligibility. If a student requests to be dropped from their Session B courses while still attending their Session A courses, the Session B course dates will not be included as "scheduled days" when recalculating their Financial Aid eligibility.

Title IV funds are to be returned ASAP but no later than 45 days from the determination of the student's withdrawal (no later than 14 days after the student's LDA).

Post-Withdrawal Disbursements

The SFS Advisor must obtain student or parent (for PLUS Loans) permission prior to loan disbursement. The student or parent may choose to decline some or all of the loan. To obtain permission to disburse the student or parent loan the SFS Advisor will notify the student or parent in writing of the loan funds available. Notification must be made within 30 days of the date the school determined the student withdrew. The notice must include: source, type and amount of loan funds. The notice must advise that the student or parent may: reject, accept, or accept part of the funds offered as well as provide the information necessary for the student or parent to make an informed decision as to whether the student or parent should accept any disbursement of loan funds. The notice must include explanation of the obligation to repay the loan funds, whether they are used to pay the RC balance or are credited to the borrower. The notice must include RC's intention to apply the loan funds to pay current charges. Should the student or parent not wish to have loan funds credited to their RC account, they are to be informed that they may decline the loan and RC must not make the post-withdrawal disbursement. The notice should include information about the advantages of keeping loan debt to a minimum. The notice will include a deadline of 14 days for response in order to receive the funds. Following the 14 day period, RC is not required to make the post-withdrawal disbursement (should the student or parent respond after the 14 days and RC declines to make the disbursement, written notification must be sent to the student or

parent of the decision and the reason – should the college agree to the disbursement, notification is not required). The SFS Advisor will not disburse any funds until the student or parent has confirmed the funds are wanted. Student and parent confirmation must be documented in the student file.

The post-withdrawal disbursement funds may be used to automatically pay tuition, fees and room and board charges.

The post-withdrawal disbursement funds may only be used for other school charges by permission from the student.

Request grants/scholarships monies immediately following the R2T4 process, request loans after the 14 calendar days has passed (giving student time to respond to the letter).

Determining Last Date of Attendance (LDA) or withdrawal date

To establish the withdrawal date for students who officially/unofficially withdraw, the Registrar's office will use the last recorded date of class attendance by the student, as documented by the school. Documentation is provided by faculty members in Moodle and in the Institutional student database system. Attendance is based on the below policy.

Attendance Policy

Attendance and Participation Policy

In the online environment attendance and participation are the equivalent. Attendance is not just logging into a course. It is participation while logged in, which is tracked by what is actively created, that is interpreted as attendance.

Attendance Policy: Attendance is defined as documentable participation in the Learning Management System (LMS) where the online curriculum resides. The Online week begins on Monday and ends on the following Sunday. To be in attendance during a week, a student must log into the LMS, enter their course and demonstrate participation by creating a documentable entry or uploading a digital file. A student will be automatically withdrawn and will not be eligible to earn a grade if they miss a single week of attendance.

Important points to remember about attendance:

Communication in any course forum, blog, wiki or the uploading of a digital file by a student will count towards the attendance requirement, regardless of its content or quality.

Attendance is not a graded activity, unlike participation.

Meeting the attendance requirements does not ensure a good participation grade.

Faculty and administrative staff cannot excuse online absences.

Any questions about these policies should be directed to the Director of Online Learning.

Participation Policy: Class participation can be a graded part of a student's course work and used in the calculations of a final grade. The totality of involvement in discussions, collaborative work and the quality of content, meeting of timelines can be taken into account in the grading of participation.

Fair and equitable refund policy of Rochester College

Rochester College has a fair and equitable refund policy. As required under Section 668.22 of the federal regulations, the Student Financial Services Office will calculate and provide for a refund based upon the percentage of aid earned during actual attendance. This is a pro rata refund calculation and applies until the point in the semester where the student has attended 60% of the term (based upon calendar days in the term).

All students who withdraw on or before the 60% point in time are subject to the pro rata refund requirements. For students who withdraw on or before the 60% point in time, the Student Financial Services office will calculate a refund to the Title IV program based on the students' charges (tuition, room and board, and required fees), financial aid, and date of withdrawal.

Withdrawal Policy given to students in withdrawal packet and as a part of Consumer Information

Summary of the Requirements of 34 CFR 668.22

Treatment of Title IV Aid When a Student Withdraws *after* beginning Attendance (also refer to modules policy regarding complete withdraw)

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

When you withdraw during your payment period or period of enrollment (Rochester College defines each semester as a 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 Rochester College or your 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 Rochester College and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all 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, Rochester 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 do not incur additional debt. Rochester College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. Rochester College requires permission to be given at the time of accepting/denying aid on your initial award letter on your student portal. However, it may be in your best interest to allow Rochester College to keep the funds to reduce your debt at the school.

If you receive (or Rochester College or your parent receive on your behalf) excess Title IV program funds that must be returned, Rochester College must return a portion of the excess equal to the lesser of:

Your institutional charges multiplied by the unearned percentage of your funds, or

the entire amount of excess funds.

Rochester College must return this amount even if they did not keep this amount of your Title IV program funds.

If Rochester College is deemed 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. You must make arrangements with Rochester College or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that Rochester College may have for tuition and fees. Therefore, you may still owe funds to Rochester College to cover unpaid institutional charges. If you do not already know what Rochester College's refund policy is, you may ask your Financial Service Advisor for a copy. Academic Services can also provide you with the requirements and procedures for officially withdrawing from school.

Withdraw in Modules

A student is considered to be a withdrawal if they do not complete all days scheduled to complete within a payment period (semester). Rochester College will ask the following questions to deem a student a complete withdrawal:

Did the student cease to attend before completing or fail to begin attendance in a course schedule to attend?

If yes, go to question 2

If no, student is not a withdrawal

When ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses?

If yes, student not a withdrawal

If no, go to question 3

Did the student confirm attendance in a later module in the payment period

IF no, student is a withdrawal

If not a withdrawal, Pell recalculation may apply

If the student withdraws from all courses in their first schedule module, we must receive written confirmation within 10 days of the withdraw that the student plans to attend the next module. If the student does not send in written confirmation, the Return to Title IV calculation will be completed. If the student begins attendance in the second module after the Return to Title IV calculation is completed, the recalculation will be "Undone" and any funds the student would have been eligible for will be returned to the student. If the student sends written confirmation, and ends up not attending the second module, the Return to Title IV calculation will be completed as of the withdraw date for the first module.

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.