



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Student Withdrawal and Return of Title IV Funds
Procedure Number: 07-2017-0005
Board Policy Reference: IV.A.

Accountable Administrator: Vice President, Student Affairs
Position responsible for updating: Director, Student Financial Assistance
Original Date: January 9, 2018
Date Approved by Cabinet: 01-09-18
Authorizing Signature: *Original signature on file*
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Revised:
Reviewed:

Purpose/Principle:

This procedure affirms Blue Mountain Community College's commitment to comply with Title IV Federal Regulations in regards to the return of funds upon a student's official or unofficial withdrawal from classes.

Guidelines:

In general, federal regulations assume that the student "earns" federal financial assistance in direct proportion to the percentage of the term they complete (attend and participate). Once the student has completed more than 60% of the term, they have earned 100% of their financial assistance. This calculation counts all calendar days including the first and last day of each term, weekends and holidays.

It is the policy of Blue Mountain Community College to determine the amount of unearned portion of the Title IV aid as of the official or unofficial withdrawal date in accordance with federal regulations. If there are any Title IV funds to be returned to the Department of Education as the result of the calculation, BMCC will return the correct amount (s) to the appropriate program accounts (Pell or Direct Loan) within 45 days of the date BMCC'S determination that the student withdrew.

BMCC follows these guidelines to determine the withdrawal date:

34 C.F.R. § 668.22(l) (3) defines the "date of the institution's determination that the student withdrew" for an institution that is not required to take attendance to mean:

- i. For a student who provides notification to the institution of his or her withdrawal, the student's withdrawal date or the date of notification of withdrawal, whichever is later;
- ii. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance;
- iii. For a student who does not return from an approved leave of absence, the earlier of the date of the end of the leave of absence or the date the student notifies the institution that he or she will not be returning to the institution; or
- iv. For a student whose rescission is negated under 34 C.F.R. § 668.22(c) (2) (i) (B), the date the institution becomes aware that the student did not, or will not, complete the payment period or period of enrollment.

In order to comply with Federal regulations and to have an adequate process for confirming commencement of attendance the first week of classes, the Financial Aid Office and the Office of Instruction have in place a procedure for faculty to maintain attendance records the first week of each term.

The Financial Aid Office is in charge of creating additional student and staff specific information (procedures and workflows) to carry out this Administrative Procedure to address student repayment, financial consequences, etc.