



## **Withdrawal, Refunds and Repayments**

### **Census Date**

If you receive federal Pell grant funds, you must finalize your registration by the last day to receive a 100% refund. The academic calendar provides this date each quarter. This is called our Census Date. Up until the census date we adjust your Pell grant to match your registration level. Federal rules do not allow us to adjust your Pell grant after the census date.

### **Adding Classes After Census Date:**

We cannot increase your Pell grant for registration changes after the census date.

### **Withdrawing from classes on or before the Census Date:**

If you reduce your credits below the number we offered you aid for, we must adjust your Pell grant down to reflect your reduced registration.

- You may owe a repayment if we already disbursed Pell grant funds to you. If you owe a repayment you are notified by email or mail.
- If dropping a class/es results in a refund, the refund is returned to the Pell grant program and may reduce the amount you owe.

The rule that requires us to adjust your Pell grant on or before the census date due to a change in registration does not apply to other grant programs. Students who have state aid disbursed prior to the quarter start who change their enrollment before the first day of the quarter or fail to attend all classes must have their state aid eligibility recalculated. Students who make enrollment changes after the start of the term and complete less credits than what your aid was offered on, are subject to the rules related to [Satisfactory Academic Progress](#) which may result in cancellation of future aid. We encourage you to talk with the Financial Aid office before dropping any classes to avoid the risk of losing aid for future quarters.

### **Refunds**

Unless you withdraw from all of your classes, students can generally expect to receive a refund of aid after a partial withdrawal.

### **Repayments**

If you fail to complete any credits for a quarter in which you received aid and you did not attend class for at least 60% of the quarter, you may owe a repayment of some or all of the aid you received. Instructors are required to report the Last Date of Attendance (LDA) for all students who receive a failing grade or stopped attending class. We use this date to determine if you owe a repayment and the amount of the repayment.

The federal Return of Title IV policy is used to determine repayment of federal aid, which includes the Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) and/or Federal Direct Loans.

Students are not eligible for future aid if they owe a Federal, State or institutional overpayment or repayment. All financial aid debts must be repaid or satisfactorily resolved for financial aid eligibility. Debts may be referred to the US Department of Education and Washington Student Achievement Council for collection. Debts owed to Shoreline Community College may be referred to a collection agency.

A. Completion of Courses

- You must complete the courses you are funded for.
- If you do not complete any credits, the college is required to return the funds you received based on the percentage of the quarter you completed, or your last date of attendance.
- If you stopped going to class(es) but did not officially withdraw, your instructors report your last date of attendance at the end of the quarter.

B. Earned Aid

- You must complete at least 60% of the quarter before you are considered to have earned 100% of your federal funds and not owe a repayment.
- You must begin attendance in all enrolled classes for which state funds were disbursed to not owe a repayment.
- If you completed less than these requirements, you are considered to have earned a prorated amount and may owe a repayment.
- If you never attended a class(es), you either owe a repayment based on a revised enrollment level, or you owe 100% of the funds you received.

C. School and Student Responsibility

Shoreline Community College is required to return your unearned aid to the appropriate federal aid program and to advise you of the amount you owe to state aid programs.

- The returned amount is not a refund of your tuition and fees. This is only a return of funds used to pay your tuition and fees.
- The college bills you for any amount returned to the federal aid program which results in you owing a debt to the college.
- If you withdrew during a tuition refund period, the refund is applied to the amount you owe first which may reduce the amount you owe to the college.
- The college is not required to return funds directly to the state aid programs, and you are required to repay any amount due.

D. Earn All of Your Aid to Avoid Owing a Repayment

The dates listed below represent the 60% point of the quarter for 2023-2024. If your last date of attendance is on or after these dates, you do not owe a repayment of your financial aid:

| <b>Quarter</b> | <b>60% of the quarter is completed on:</b> |
|----------------|--|
| Summer 2023    | August 4, 2023                             |
| Fall 2023      | November 13, 2023                          |
| Winter 2024    | February 22, 2024                          |
| Spring 2024    | May 20, 2024                               |

## **Notification**

We calculate repayments throughout the quarter as we become aware of withdrawals and at the end of the quarter after grades are posted. We send you a letter which notifies you of the requirement to repay financial aid funds. Your letter notifies you of any money you may owe to the US Department of Education, Washington State or Shoreline Community College.