

IMPORTANT NOTICE FOR FINANCIAL AID RECIPIENTS

YOU MAY OWE MONEY IF YOU TOTALLY WITHDRAW!

The American taxpayers have entered into an agreement with you by investing tax dollars in grants and loans for your education at Southeastern. This investment places a serious responsibility on you to complete your education according to the agreement with the American taxpayers.

If you fail to complete your education, the American taxpayers are entitled to receive back, from you, a portion of their investment.

WITHDRAWING FROM SCHOOL

Withdrawal is defined as dropping all classes and having no credit hours for a given semester.

A student officially withdraws from school when:

- The student submits a written notice to Student Services. (A Student Class Schedule Change indicating total withdrawal or other written notice with the student's signature constitutes a written notice) OR
- The student calls Student Services at either of SCC's campuses and declares his/her intent to withdraw from all courses, or withdraws from coursework utilizing HawkNet.

The date of official withdrawal will be the date the notice is received in Student Services or the date the student's phone call is received/processed using HawkNet.

A student will be considered to have unofficially withdrawn when:

- The student does not complete the official withdrawal process AND
- All of the student's instructors report that the student is no longer attending classes.

The date of unofficial withdrawal will be the mid-point of the semester unless the Financial Aid office is able to document attendance beyond the 60%-point of the semester.

CONSEQUENCES OF WITHDRAWAL AND FINANCIAL AID

A student receiving federal financial assistance may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal.

A student, who officially withdraws, earns aid based on the number of calendar days he/she attended. Earned aid is calculated from the beginning of the student's semester until the official withdrawal date, up to the point that 60% of the semester has passed. (Scheduled breaks that are at least 5 days long are excluded from determining the percentage of the term completed.) After the 60% point, all aid is considered earned.

If you fail to earn all your financial aid, you and the college may be required to return part of the financial aid you received.

SCC or the student is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdrawal:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Direct PLUS Loans
4. **Federal Pell Grant**
5. **Academic Competitiveness Grant**
6. **Federal SEOG**

Students who are required to return unearned funds to the federal government are given 45 days to make that payment to SCC. **Please read the back of this notice for more information about repaying the US government, and a few examples of a return calculation.**

REPAYING THE US GOVERNMENT

If you owe a repayment of grants to the US Government, you will remain ineligible for federal aid until you resolve your repayment. Also, if there is a balance due on your account at SCC due to the return of federal monies, you must resolve this debt before future registration. The Special Appeals Committee will hear student appeals.

If you do not contact the Financial Aid Office within 45 days of receiving notification concerning a repayment you owe to the US Government, you will be turned over to the US Department of Education for collection. If you are referred to the Department of Education, you will remain ineligible for federal aid until the college receives notice from the Department of Education that you have reestablished your eligibility.

BOOKS AND RETURNABLE EQUIPMENT

Students who receive federal student aid (Pell grants, student loans) and completely withdraw from classes must return all returnable required books and returnable equipment within 20 days of withdrawal. This policy is applied to all students regardless of the reason for the official or unofficial withdrawal. Returnable books and equipment must be returned in good condition as determined by the Bookstore Manager. The determination of condition will be final and not appealable. Only returnable books/equipment returned to the Financial Aid Office within 20 days of withdrawal will be included as institutional charges should a Title IV Return calculation be required.

Circumstances that prevent the college from selling nonreturnable books or equipment to other students include: Returnable texts must be free of defects and returnable texts/equipment must be non-consumable in nature. Any course packets packaged in envelopes can only be returned if the envelope has NOT been opened. Texts eligible for return or buyback are those listed on an Approved Textbook List as chosen by full-time faculty for the following semester use.

Example of an Official Withdrawal Calculation

You withdraw on the 29th day after the start of the semester which is 112 days long. You earn 25.89% of your federal aid. 74.11% of your federal aid is considered to be unearned. The unearned amount must be repaid to loan and/or grant programs.

You receive a Pell grant of \$1500 for the semester.

You are charged \$1000 for tuition.

On the 16th day you received a pell balance check in the amount of \$500.

On the 29th day you officially withdraw from all classes.

$\$1500 \times 74.11\%$ is \$1112, the amount of your Pell grant that you did not earn.

$\$1000 \times 74.11\%$ is \$741.10, the amount of unearned charges.

According to the SCC Refund Policy, you are not entitled to a refund of charges.

SCC is required to return \$741, or the amount of unearned charges.

You are required to return the amount of your unearned aid, less the amount returned by the school $\$1112 - \$741 = \$371$.

However, the federal government allows for a grant protection allowance of 50% of your grant, or \$750. Therefore, you do not owe a payment directly to the federal government.

Total Amount Due From You: \$741.00, or the amount SCC was required to return to the federal government. Payment must be made to SCC.

Example of an Unofficial Withdrawal Calculation

You stop attending all classes and fail to notify Student Services. When the college determines you quit attending all classes without completing any, 50% of your aid will be considered earned. The other 50% will be unearned and must be repaid to the loan and/or grant programs.

You receive a Pell grant of \$1500 for the semester.

You are charged \$1000 for tuition.

On the 16th day you received a pell balance check in the amount of \$500.

You stop attending all classes but do not officially withdraw.

$\$1500 \times 50\%$ is \$750, the amount of your Pell grant that you did not earn.

$\$1000 \times 50\%$ is \$500, the amount of unearned charges.

According to the SCC Refund Policy, you are not entitled to a refund of charges.

SCC is required to return \$500, or the amount of unearned charges.

You are required to return the amount of your unearned aid, less the amount returned by the school $\$750 - \$500 = \$250$.

However, the federal government allows for a grant protection allowance of 50% of your grant, or \$750. Therefore, you do not owe a payment directly to the federal government.

Total Amount Due From You: \$500.00, or the amount SCC was required to return to the federal government. Payment must be made to SCC.

If you have any questions about the effect of the Return of Funds to the federal aid programs, contact the Financial Aid Office.