

If a student did not initially receive all of the funds he or she earned, the student may be due a post-withdrawal disbursement. If the student's post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before the funds can be disbursed. The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. HFC may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds to pay outstanding tuition and fee charges. HFC needs the student's permission to use the post-withdrawal grant disbursement for any other charges.

Additionally, there are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed once the student withdraws, due to the other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, the student is not eligible to receive any Direct Loan funds at that point.

Once a determination of earned and unearned Title IV financial aid funding has been made, the Office of Financial Aid will notify withdrawn students of their eligibility.

- Michigan Competitive Scholarship funds which must be returned when a student withdraws from all classes are calculated based on a separate return formula provided by the Michigan Office of Scholarships and Grants.
- Loan funds disbursed in excess of eligibility are repayable/due based on the terms and conditions outlined in the promissory note. Most Direct Loan borrowers will enter repayment 6 months after withdrawal, unless they re-enroll on a half-time basis before the end of the 6-month grace period.

If for some reason outside your control you are unable to remain enrolled and in attendance, seek the advice of the Office of Financial Aid **BEFORE** you withdraw or stop attending class to find out how this will affect you.

In accordance with Return to Title IV regulations, HFC processes all required calculations within 30 days of the student's last date of attendance for students who officially withdraw, and within 30 days of identifying students who unofficially withdraw from the payment period. HFC is required to return the unearned portion of the student's Title IV aid to the Federal government within 45 days of identifying that the student officially or unofficially withdrew from HFC.

Effective July 1, 2011, federal regulations governing the Return to Title IV (Federal) Aid Policy have changed with regard to students who enrolled only in "modular" classes (e.g. – classes meeting less than 16-weeks in length at HFC) during a specific award period (e.g. – Fall, Winter, or Spring/Summer). At HFC, this includes 12-week classes and 8-week classes during Fall and Winter semesters, all Spring and Summer semester classes, and any other class meeting less than 16-weeks in duration.

Based on these regulations, when a student is enrolled only in modular classes, a Return to Title IV Aid calculation must be performed whenever a student withdraws (officially or unofficially) from all classes which are meeting at that time, regardless of whether or not the student has already passed/completed a class in an earlier module within the award period or if they are enrolled in a class which has not yet begun within the award period. Such a calculation can only be avoided if the student is enrolled in a class which has not yet begun within the award period and the student provides written notification to the Office of Financial Aid of their intention to remain enrolled in that class and to attend that class.

Example 1:

During the Fall 2017 semester, a student is enrolled in one first 8-week class and one second 8-week class, but is not enrolled in any other classes. If the student drops the first 8-week class during the third week of the award period, a Return to Title IV Aid calculation must be performed within 30 days, even though the student is enrolled in a second 8-week class, beginning in the ninth week of the award period. This calculation can only be avoided if the student provides written notification to the Office of Financial Aid of their intention to remain enrolled in the second 8-week class and to attend that class.

Example 2:

During the Fall 2017 semester, a student is enrolled in one first 8-week class and one second 8-week class, but is not enrolled in any other classes. If the student passes/completes the first 8-week class and earns a grade of "A" and then the student drops the second 8-week class after it's scheduled start date (at the beginning of the ninth week of the award period), a Return to Title IV Aid calculation must be performed within 30 days, even though the student passed/completed the first 8-week class.



**RETURN TO TITLE IV:**

**WHEN STUDENTS  
HAVE TO PAY BACK  
THEIR FEDERAL  
FINANCIAL AID**



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## TUITION REFUND AND FEDERAL RETURN TO TITLE IV POLICIES

Students who either “officially” or “unofficially” withdraw from all classes during the term, depending upon when the withdrawal occurs, may be refunded all or a portion of their tuition and fee charges. If the student is a financial aid recipient, Henry Ford College, as well as the student, may be required to return to the federal government all or a portion of the aid that had been disbursed and/or applied to the student’s account.

An “official” withdrawal is when a student formally drops all of their classes, for a given term. This is done by the student using Web Advisor. An “unofficial” withdrawal is when a student is enrolled in at least one class, for a given term, which they do not formally drop (as indicated in the previous two sentences) and the student does not successfully complete any of the classes in which they are enrolled for that term with a grade of “A, B, C, D, or S”.

### Tuition Refund Policy

A student may discontinue their enrollment for a given term by “officially” withdrawing from the term. Students who withdraw will have their tuition and fees assessed based on the College’s Tuition Refund Policy. The amount of tuition and fees assessed may vary depending upon when the student withdraws. The chart below reflects the College’s assessment schedule:

Date of Withdrawal	Institutional Charges
Before the first day of classes	Before the first day of classes, students will be charged a non-refundable \$46 registration fee. No academic record of the student’s enrollment will be recorded.

During the posted ADD and DROP Period	During the first week of classes of the Fall/Winter semesters and the first two days of classes of the Spring/ Summer semester, students will be allowed to drop and add classes with no penalty. If students totally withdraw from all classes during this time, a non-refundable \$46 registration fee will be charged. No academic record of the student’s enrollment will be recorded.
Federal Pell Census Date	All colleges and universities are required to set a date that establishes a student’s enrollment status. This is called the Census Date. <u>Census dates determine the enrollment status for Pell disbursements only.</u>
After the published ADD and DROP Period	No tuition refunds are given after the end of the ADD and DROP Period. If a student officially withdraws, their academic transcript will reflect a “W.” If the student does not officially withdraw from their classes, the instructor has the choice of either giving them a failing grade or a “DR.”
<b>NOTE: Courses of other than 16-weeks duration have differing refund schedules. Details may be obtained in the Office of the Registrar. The College reserves the right to change these assessment and refund policies at any time.</b>	

Students must attend classes as a condition of receiving financial aid. If you are not going to attend your classes, you should drop them within the 100% refund period. If you do not attend your classes and you do not drop them within the 100% refund period, you will be responsible for all tuition and fees assessed and you will also be responsi-

ble for repaying any financial aid funds disbursed to you based on your anticipated enrollment. **Not attending classes because you have not received a Financial Aid Award Letter is not a valid excuse to relieve yourself of these financial responsibilities.**

**NOTE:** Courses that are dropped during the 100% refund period are excluded from the Return to Title IV calculation as the assumption is the student did not begin attendance.

### Federal Return to Title IV Policy

If a student withdraws from school “officially” or “unofficially”, before the term is completed and is the recipient of Title IV financial funding, the Office of Financial Aid is required to calculate both the amount of earned and unearned aid for the period of withdrawal. If the student received more assistance than he or she “earned” by only attending a portion of the term, the excess funds must be returned by HFC and/or the student to the Federal government.

The federal formula requires a return of Title IV financial aid be completed if the student received federal financial aid assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Stafford Direct Loans or Parent Loan for Undergraduate Students, and the student withdrew before completing 60% of the enrollment period. To determine the amount of aid the student has earned up to the time of withdrawal, divide the number of calendar days the student attended classes by the number of calendar days in the enrollment period. Scheduled breaks of 5 days or more are excluded. The percentage derived is then multiplied by the total federal funds that were disbursed (applied to the student’s account and/or refunded) or that could have been disbursed for the enrollment period. This calculation determines the amount of aid earned by the student which he/she may keep. The unearned amount (total aid disbursed or that could have been disbursed less the earned amount) must be returned to the federal government by the College or the student.

The unearned aid must be returned in the following order:

- Unsubsidized Stafford Direct Loan (ULOAN)
- Subsidized Stafford Direct Loan (SLOAN)
- Parent Loan for Undergraduate Students (PLUS/PLOAN)
- Pell Grants (PELL)
- Supplemental Educational Opportunity Grant (SEOG)
- Other Federal assistance