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ADMINISTRATIVE RULE

Rule Number/Name:	050.033.000 – Financial Aid Withdrawal and Return of Title IV Funds
Responsible Department:	Student Services
Authority:	Director of Financial Aid

Overview

Federal statute and regulations require that schools determine the amount of earned and unearned portions of Title IV aid as of the date the student ceases attendance in all classes. This requirement applies to all students receiving Title IV funds who completely withdraw officially or unofficially on or before the 60% date of each term. For students who completely withdraw after the 60% date, CGCC will still need to determine if the student is eligible for a post-withdrawal disbursement according to federal regulations.

Applicability

Students & Financial Aid staff

Administrative Rule Statement

Financial aid students who completely withdraw during the term and/or do not earn a passing grade at the end of the term are subject to the Withdrawal and Return of Title IV Funds Administrative Rule.

Definitions

1. Complete Withdrawal: The date the student withdraws from all credit courses, which may be different than last date of attendance.
2. Official Withdrawal: Following the formal process for dropping all classes.
3. Unofficial Withdrawal: Ceasing attendance in all classes without providing official notification.
4. Date of Determination: date that a CGCC official becomes aware that a student has ceased attendance in all classes.

Interpretation of Administrative Rule

Director of Financial Aid

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 050.011.000 – Withdrawal from a Class
2. CGCC Administrative Rule 050.032.000 – Financial Aid Federal Work Study Program
3. CGCC Administrative Rule 050.034.000 – Financial Aid Satisfactory Academic Progress
4. CGCC Administrative Rule 050.035.000 - Awarding Financial Aid
5. CGCC Administrative Rule 050.036.000 – Determining Financial Aid Eligibility
6. CGCC Administrative Rule 050.029.000 – Financial Aid Programs
7. CGCC Operating Procedure 050.011.001 – Institutional Withdrawal from a Class – No Shows

Further Information

Financial Aid Office

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Strategic Direction

- KFA 2.D.08 (Student Services)
- Core Theme A (Opportunities)

Appendix

1. CGCC Financial Aid Resources, <http://cgcc.us/financial-aid/resources>
2. CGCC Operating Procedure 050.033.001 – FA Withdrawal and Return of Title IV Funds
3. Student Resource, www.studentaid.ed.gov