Overview
The Department of Education specifies that Shasta College must determine the amount of Title IV program assistance that a student has earned if he/she withdraws from all of his/her classes. The Title IV program funds included in this regulation, administered at Shasta College, are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Direct Loans (Subsidized and Unsubsidized)

Though a student’s aid is disbursed throughout the payment period (semester), the funds are earned as the payment period progresses. If a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula, called the Return to Title IV calculation. If a student has been disbursed less assistance than the amount that was earned, the student may be entitled to receive additional funds. If a student received more assistance than was earned, the excess funds must be returned to the Department of Education. Shasta College will return the funds to the Department of Education on the student’s behalf upon completing the Return to Title IV calculation, and the student will be sent a letter within 30 days of the school’s determination that he/she withdrew that will specify the amount of grant aid that was earned, the amount that was disbursed, and the amount that is owed back to the college.

A report is run daily to identify students who have received any Pell Grant, SEOG, or Direct Loan funds and have withdrawn from all classes. The Return to Title IV calculation includes the following: the date the student withdrew completely; the enrollment status (Full-time, Three quarter-time, Half-time, or Less-than-half-time) at the time of last disbursement; the amount of institutional charges assessed to the student; and the amount of Pell Grant, SEOG, or Direct Loan funds disbursed to the student; as well as the amount that could have been disbursed. Shasta College performs the calculation using Ellucian Colleague. A manual calculation is required for students in clock-hour programs or for a student who has withdrawn from courses that have differing start/end dates.

Once the calculation has been performed and it has been determined whether the student has received less aid than earned, received more aid than earned, or has earned 100% of the aid for the semester, the student will be notified by U.S. mail within 30 days of the determination that the student withdrew.

How Funds are Earned
The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period or period of enrollment, he/she earned 30% of the assistance originally scheduled to be disbursed. Once a student has completed more than 60% of the payment period or period of enrollment, he/she has earned 100% of the assistance that was scheduled to be disbursed for that period of enrollment.

Receiving Non-Passing Grades in All Classes
If a student who began attendance and has not officially withdrawn fails to earn a passing grade (A, B, C, D or CR) in at least one course offered over an entire semester, the institution must assume, for Return to Title IV purposes, that the student has unofficially withdrawn, unless it can be documented that the student completed the semester. A Return to Title IV calculation will be completed using the midpoint of the semester as the student’s unofficial withdrawal date to determine if funds are owed back.

A student can have any or all of his/her instructors during the period fill out the “Instructor Verification of Attendance” form. If any instructor verifies that the student attended the entire class, thereby “earning” the non-passing grade, then the Return to Title IV policy does not apply to the student. If any instructor documents a last day of attendance that is later than the midpoint of the semester, then that date will be used as the withdrawal date for the Return to Title IV calculation.
Post-Withdrawal Disbursement
If a student did not receive all of the funds that were earned, he/she may be due a post withdrawal disbursement. If the post-withdrawal disbursement consists of Pell Grant funds, they will be disbursed as soon as possible. It is the student’s responsibility to notify us should he/she wish to decline or the funds. Declining Pell funds will save some of the student’s Pell Grant Lifetime Eligibility.

If the post-withdrawal disbursement consists of Direct Loan funds, Shasta College will send out a letter within 30 days of the determination that the student withdrew, giving the student the opportunity to accept all or part of a post-withdrawal disbursement the post-withdrawal. The student may choose to decline some or all of the loan funds so that additional debt is not incurred.

Shasta College may automatically use all or a portion of a student’s post-withdrawal Pell Grant disbursement for tuition, fees, and dormitory charges for the same semester. For all other charges, each student authorizes Shasta College to apply financial aid funds when he/she signed the “Form S - Supplemental Form” that all students submit for financial aid determination. In the event a student has not given permission by signing the “Form S-Supplemental Form,” the student will be offered the funds; however, it may be in his/her best interest to allow Shasta College to apply the funds to any student account balance in order to reduce debt.

There are some Title IV funds that a student may be scheduled to receive that cannot be disbursed once he/she withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and does not complete the first 30 days of his/her program before withdrawal, he/she has not earned any scheduled Subsidized or Unsubsidized Direct Loan funds and those funds cannot be disbursed.

Return to Title IV-Funds Owed Back
When a Return to Title IV calculation shows the more funds were disbursed that earned, the school and the student may both have a responsibility for returning funds. Funds that are not the responsibility of the school to return must be returned by the student. The Department of Education states that if the student does not remit the payment within 45 days, the over award will be reported to the Department of Education and referred for collection. Shasta College will return the funds to the Department of Education on the student’s behalf upon completing the Return to Title IV calculation, and the student will be sent a letter within 30 days of the school’s determination that he/she withdrew that will specify the amount of grant aid that was earned, the amount that was disbursed, and the amount that is owed back to the college.

Any Subsidized or Unsubsidized Direct Loan funds that must be returned, the student repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder (lender or servicer) of the loan over a period of time.

Paying a Return to Title IV Balance
Shasta College will return both the student portion and/or school portion of the funds owed back to the Department of Education on the student’s behalf. At that point, the student will owe both the student and/or school portion directly to Shasta College, and must make a payment within 45 days. Thereafter, a payment must be made to Shasta College every 30 days or less, or the account will be referred to collections. A hold will be placed on the student’s account and the student will not be able to register in future terms or receive grades or transcripts until the balance is paid in full.

Withdrawals and the Shasta College Refund Policy
The requirements of the Title IV Financial Aid Program are separate from Shasta College’s Admissions and Records refund policy. Therefore, a student may still owe funds to Shasta College to cover unpaid institutional charges. Shasta College may also charge a student for any Title IV Financial Aid program funds that are required to be returned to the Department of Education or the California Community College’s Chancellor’s Office.

The Shasta College Refund Policy can be viewed by go to the following webpage:
http://www.shastacollege.edu/Student%20Services/Enrollment%20Services/Admissions/Pages/5715.aspx

The requirements and procedures for officially withdrawing from Shasta College are in any Class Schedule can be found at the following webpage: http://www.shastacollege.edu/Academic%20Affairs/Pages/406.aspx

This form contains personally identifiable information. It is important to safeguard your information. Do not mail this form to the U.S. Department of Education. Submit this form by mail through the U.S. Postal Service to Shasta College, PO Box 496006, Redding, CA 96049-6006 or in person to Shasta College Financial Aid Office Room 108. Make a copy of this form for your records. Updated 10/8/15

Shasta College is an equal opportunity educator and employer.