ROCHESTER COLLEGE WITHDRAWAL POLICY
Withdrawal Policy
Summary of the Requirements of 34 CFR 668.22
(provided to Students as part of consumer information)
Treatment of Title IV Aid When a Student Withdraws after beginning Attendance (also refer to modules policy regarding complete withdraw)

The law specifies how Rochester College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (Rochester College defines each semester as a payment period) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Rochester College or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. Rochester College requires permission to be given at the time of accepting/denying aid on initial award letter. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Rochester College or your parent receive on your behalf) excess Title IV program funds that must be returned, Rochester College must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

Rochester College must return this amount even if we did not keep this amount of your Title IV program funds.
If Rochester College is deemed not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Rochester College or the Department of Education to return the unearned grant funds.

The requirements forTitle IV program funds when you withdraw are separate from any refund policy that Rochester College may have. Therefore, you may still owe funds to Rochester College to cover unpaid institutional charges. Rochester College may also charge you for any Title IV program funds that we were required to return. If you don’t already know what our refund policy is, you can ask your Financial Service Advisor for a copy. Academic Services can also provide you with the requirements and procedures for officially withdrawing from school.

Withdraw in Modules:

A student is considered to be a withdrawal if they do not complete all days scheduled to complete within a payment period (semester). Rochester College will ask the following questions to deem a student a complete withdrawal:

1. Did the student cease to attend before completing or fail to begin attendance in a course schedule to attend?
   a. If yes, go to question 2
   b. If no, student is not a withdrawal

2. When ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses?
   a. If yes, student not a withdrawal
   b. If no, go to question 3

3. Did the student confirm attendance in a later module in the payment period
   a. IF no, student is a withdrawal
   b. If not a withdrawal, Pell recalculation may apply

If the student withdrawals from all courses in their first schedule module, we must receive written confirmation within 10 days of the withdraw that the student plans to attend the next module. If the student does not send in written confirmation, the Return to Title IV calculation will be completed. If the student begins attendance in the second module after the Return to Title IV calculation is completed, the recalculation will be “Undone” and any funds the student would have been eligible for will be returned to the student. If the student sends written confirmation, and ends up not attending the second module, the Return to Title IV calculation will be completed as of the withdraw date for the first module.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Narrative for catalog:

Students enrolled in a course(s) offered in a Session A and/or Session B in the Center for Extended Learning program, will be subject to additional governmental regulations with regards to withdrawing and dropping courses. If a student is enrolled in at least one “full semester” course,
these regulations do not apply. Students must attend and “complete” all of the “scheduled days” in which the student was originally registered and enrolled for. Students are considered a complete withdrawal if they cease to attend their Session A courses within a 14 day period, unless, Rochester College has received, in writing, confirmation the student will continue to be enrolled and attend their Session B courses. If confirmation is not received by the student within 10 days of their last date of attendance in their Session A course(s), they will be considered to have completely withdrawn from Rochester College and both Session A and Session B course dates will be included as “scheduled days” when recalculating their Financial Aid eligibility. If a student requests to be dropped from their Session B courses while still attending their Session A courses, the Session B course dates will not be included as “scheduled days” when recalculating their Financial Aid eligibility.