
Withdrawal and the Return of Title IV Funds

Student Withdrawal Policy

Class attendance is deemed an essential part of your education at Williston State College. It is also a federal requirement for financial aid recipients that class attendance is monitored.

Students who find that they are unable to continue attending classes should officially withdraw from those classes. Obtaining and completing a Withdraw Form from the Academic Records Office will accomplish this. Students cannot withdraw online or drop their last class online; attempting to do so may result in loss of refund and increased processing times. Definition of withdrawal: Cancellation of Registration and Withdrawing from a term occurs when a student wishes to withdraw completely from WSC for a term.

Dropping a course or withdrawing from a term can also affect future financial aid eligibility. Pursuant to Standards of Satisfactory Academic Progress, students must complete 66.667% of attempted credits. Dropping a course or withdrawing from a term can result in a student failing to meet the requirement.

Unofficial Withdraws

Any federal financial aid recipient who leaves the college without completing the official withdrawal procedure may receive an F in all courses. Faculty will inform the Financial Aid Office of a student's last date of attendance in classes where an F is received. As required by law, either the provided last day of attendance or the mid-point of the term (50%) will be used to calculate a refund for students who have unofficially withdrawn. This refund must be returned to the appropriate aid program and will then become a tuition and fee charge to the student. The Business Office will email final account statements to the students officially provided Williston State email address. Paper statements will also be mailed to the home address on file. Enrollment in future terms will be denied until the students account statement is paid in full.

Dropping

Dropping occurs when a student wishes to discontinue enrollment in a particular class, but wants to remain enrolled in at least one other class during the term.

To receive a 100% refund the class must be dropped before 9% of the class length has elapsed. A grade will not be recorded for a course dropped during this time period.

- The class length calculation is based on the start and end date of the class dates listed on the Class Schedule on Campus Connection and includes all calendar days, not just class days.

After 9% of the class length has elapsed, no refund will be issued for a dropped class and student will receive a W grade for the class.

Students cannot drop their final class online. Dropping the last class is considered withdrawing from the term and must be processed using the Withdraw to Zero Credits Form.

Withdrawing

Definition: Cancellation of Registration and Withdrawing from a term occurs when a student wishes to withdraw completely from WSC for a term.

Students cannot withdraw by attempting to drop all of their classes online.

- Campus Connection will not allow a student to drop their last class online.

To withdraw, a student must electronically submit the Withdraw to Zero Credits Form immediately after submission. This confirmation serves as proof of the student's timely submission in accordance with WSC's published Dates and Deadlines.

Students wishing to withdraw will not receive any academic credits for classes within that term.

- This includes classes that have already been completed.
- This includes classes that may start in a session that has yet to begin.

Once a withdrawal is processed the student cannot re-enroll for the term.

Refund Policy for Complete Cancellation

WSC follows the North Dakota State Board of Higher Education Refund Policy 830.2 and the North Dakota University System Refund Procedure 830.2 Institutional costs at Williston State College include tuition, fees, and on-campus room and board. Rates are determined based on the date of official withdrawal or in the case of unofficial withdrawal, the mid-point of the term.

The state refund policy for tuition and fees for all students are based on the length of the class measured in calendar days as noted below. The class length calculation is based on the start and end date of the class dates listed on the Class Schedule on Campus Connection and includes all calendar days, not just class days. Room and board contracts (meal plans) are refunded based on a weekly percentage. It is possible that classes withdrawn in the same term could have different refund percentages if the class lengths are different.

Deadline Dates

Tuition and Fee Refund Schedule

Percent of Course Completed	Dropping a Class	**Withdrawing **
0.000% - 8.999%	100%	100%
9.000% - 34.999%	0%	75%
35.000% - 59.999%	0%	50%
60.000% - 100.000%	0%	0%

**When eligibility for a refund is calculated WSC takes the number of calendar days that have elapsed since the class has started and divides that by the number of calendar days in the class. As a result a class with fewer calendar days will have a shorter deadline to receive a refund.

Distribution of Refunds

The dates used to calculate refunds are as follows:

A student who officially withdraws - the date of withdrawal

A student who unofficially withdraws – no institutional refund is given

Post Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if the amount of earned aid is less than the amount of aid disbursed. Students will be notified at the point of withdrawal if they are eligible for a post-withdrawal disbursement as determined by the Financial Aid office.

- **Grants:** If applicable WSC will credit a student's account for current charges within 180 days of the date of determination that a student withdrew. Students that have grant funds in excess of current term charges will have them disbursed within 45 days of the date of determination that a student withdrew.
- **Loans:** If applicable WSC will notify a student or parent (for Parent Plus loans) within 30 days after the date of determination that a student withdrew. If the student/parent confirms that they wish to receive all or a portion of a direct disbursement post withdrawal, WSC will disburse the funds no later than 180 days after the date of determination that a student withdrew.

Distribution of Unearned Financial Aid

Federal law requires that the institution return a percentage of institutional charges to the appropriate aid program, which is calculated based on a daily proration. This amount will differ from the actual institutional refund. The federally calculated refund will be distributed to the Title IV programs in the following order: (1) Federal Unsubsidized Direct Loan, (2) Federal Subsidized Direct Loan, (3) Federal Perkins Loan, (4) Federal PLUS Loan, (5) Pell Grant, (6) Federal ACG (7) Federal SEOG, (8) Other Title IV Programs.

The amount of refund returned to a program may not exceed the amount received by the student from that program. No portion of a refund is returned to the Federal Work-Study program. The refund allocated to the Title IV programs is returned to the appropriate program account within 45 days of the date that the student officially withdrew, or the institution determined that the student had unofficially withdrawn. If federal aid is not involved, refunds will be returned to Williston State College administered scholarships first.

The dates used to calculate returns are as follows:

A student who officially withdraws - the date of withdrawal

A student who unofficially withdraws - the mid-point of the term or the reported last day of attendance if available.

Return of Financial Aid by Student

Students who withdraw from school and who have received federal funds may have to repay a portion of those funds. At the time of withdrawal, through 60% of the term, the Financial Aid Office determines the amount of federal aid that the student is entitled to or has earned. The amount that is not earned must be paid back to the federal aid programs. The portion of funds that must be returned is calculated by dividing the number of calendar days that the student was enrolled by the number of days in the term less any breaks of 5 consecutive days or more. If it is determined that a student owes a repayment of a grant, that student must either pay that overpayment in full or make satisfactory payment arrangements within 45 days from the date of notification of the overpayment. If no response is received within 45 days the student will be unable to enroll at WSC, receive grade transcripts, and may be ineligible to receive further student financial aid. Students are not obligated to repay a grant overpayment of \$50 or less.

Additional Timelines:

- Determination of withdrawal date: WSC has 30 days after the payment period to determine the date of withdrawal.
- Return of funds: WSC has 45 days to return funds after we have determined or should have determined that the student withdrew.
- Grant overpayments: WSC will notify a student if a grant overpayment is due within 30 days of the date of determination

Approved by Faculty Council: April 24, 2019