

Eastern Mennonite University

## Financial Aid

# Withdrawal and Return of Title IV Program Fund Policy

Students should refer to the official academic withdrawal policy described in the current course catalog (<https://emu.edu/catalog>) in the Academic and Degree Information section. Students are considered to be recipients of Title IV federal financial aid if they are eligible to receive or have received funds from one or more of the following programs for the academic term in question: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and TEACH Grant. Students should be aware that federal aid is earned on a prorata basis determined by the amount of time that they are enrolled in their courses for a given academic period. For students who are receiving federal aid who withdraw from all courses before attending at least 60 percent of the academic period, EMU is required by federal regulations to calculate how much federal aid funds the student has earned and how much of the aid must be returned. The amount of the federal aid ‘earned’ is determined by the withdrawal date provided by the registrar’s office, which is then applied a federal formula.

The portion of federal aid that was not earned by a student will be returned to the federal government. To satisfy federal regulations, return of Title IV financial aid funds must be made in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and TEACH Grant. Please contact the Student Accounts Office to determine the amount that the student will be charged for the time they were enrolled, students will also be charged for any amounts that must be returned due to the calculation and these balances must be paid by the student. Please note if you are a federal work-study employee, you are no longer eligible to receive payments from Federal Work-Study funds effective immediately when you withdraw. In addition, United States Service Members who stop attending school due to a military service obligation must contact the financial aid office to determine possible solutions to alleviate student debt on any returned funds.

If the calculation produces a credit to the student’s account (when the amount of aid earned is greater than the amount that has disbursed to the student’s account) any grant funds will be applied to the account without notification. However, please note that if Direct or PLUS Loan funds are eligible to disburse under these conditions the borrower will be notified via email informing them of their eligibility and the borrower must confirm in writing that they want the loan to be disbursed. If no confirmation is received by the student financial assistance office within 30 days, the loan will be cancelled.

Non-Title IV programs (such as institutionally funded scholarships and grants) and private loans are not part of the Return of Title IV aid calculation; however they may be subject to reduction in cases of withdrawal or less than full-time enrollment. In most instances, institutionally funded grants and scholarships (non-Title IV aid programs) are awarded based on full-time enrollment, therefore full-time enrollment must be maintained to keep institutionally funded grants and scholarships.

## Important Note about Unofficial Withdrawal

Separating from EMU without officially withdrawing can cost you.

If you ‘walk away’ from your courses and fail all of the classes you were enrolled in you will be considered ‘unofficially withdrawn’. Federal regulations require that the student financial assistance office complete a Return of Title IV calculation based on the midpoint of the term, which will significantly affect the amount of aid you will retain for the term. Please note it is important that you complete an official withdrawal form with the Registrar’s Office or its designate.

## Dropping a Class

Dropping a class can reduce financial aid. If the aid offered to you is based on full-time enrollment and you drop a class or fail to attend one of your classes, your financial assistance must be adjusted. Most institutional aid programs require full-time attendance. Before dropping a class or deciding not to attend a class please contact the financial assistance office to see how much impact dropping a class will have on your financial assistance.