

## **Treatment of Institutional Charges and Financial Aid when a Student Withdraws during a Term.**

**If you withdraw from a term after you begin attending classes, your institutional charges and your financial aid may be adjusted. The amount of adjustments will depend on when the withdrawal occurs.**

**Two separate adjustments will take place when you withdraw:**

- 1. Adjustments to your charges will be calculated by the Business Office.**
- 2. Adjustment to your Financial Aid will be calculated by the Financial Aid Office.**

### **Adjustment to Institutional Charges**

Tuition, Board, & Required Fees: Charges will be prorated based on the percentage of the term completed as of the day the college considers you withdrawn, up through the 60% point in term. If you withdraw after the 60% point, institutional charges will no longer be adjusted.

Housing: Room charges will be refunded in full if you withdraw prior to the Date of Record (DOR) of a given term. Charges will not be reduced if you withdraw on or after the term DOR. Fall 2019 Date of Record is 9/06/2019 and Spring 2020 Date of Record is 1/27/20.

### **Adjustment to Financial Aid**

Treatment of Title IV (Federal) Aid:

The law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that you earn if you withdraw. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans (Coe no longer participates in the Federal Perkins Loan program).

Though your aid is posted to your account at the start of each term, you earn the funds as you complete the term. If you withdraw during your term, 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 a parent received on your behalf) less aid than the amount that you earned, you may be able to receive those additional funds. If you received more aid than you earned, the excess funds must be returned by the Financial Aid Office or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your term, you earn 30% of the aid you were originally scheduled to receive. Once you have completed more than 60% of the term, you earn all the aid that you were scheduled to receive for that term.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the Financial Aid Office must get your permission before it can disburse the loan. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The Financial Aid Office may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. The Financial Aid Office needs your permission to use the post-withdrawal grant disbursement for all other institutional charges, such as library fines. If you do not give your permission (you may have given permission when you enrolled), you will be offered the funds. However, it may be in your best interest to allow the college to keep the funds to reduce the amount still owed.

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, you may not receive Direct Loan disbursement unless you signed a Master Promissory Note before the Financial Aid Office processes your return of federal funds.

If you receive (or a parent receives on your behalf) excess Title IV program funds that must be returned, the Financial Aid Office must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

The Financial Aid Office must return this amount even if it didn't keep this amount of your Title IV program funds. If the Financial Aid Office is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) must repay it 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 maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with the Financial Aid Office or the Department of Education to return the unearned grant funds.

Treatment of Institutional Aid:

Coe scholarships and grants are adjusted on the same pro rata basis as your Federal aid.

Treatment of Other Aid:

Aid you received from other external sources, such as outside scholarships and state aid, is returned following the guidelines of the organization or agency.

**EXAMPLE: Adjustments to Institutional Charges and Financial Aid**

Financial aid is adjusted based on a daily percentage, and institutional charges are adjusted based on a weekly percentage. The Institutional Charges Refund Policy is published in the [Coe Student Accounts Handbook](#).

A full-time student living on campus was billed \$27,700 in institutional charges (tuition, fees, room, and board) and had \$12,000 in financial aid applied against these charges. The student's outstanding account balance was \$15,700

The fall term began August 21st and ended on December 12th. The student began attending classes and withdraws on September 16th (27 days into a 105 day term). Therefore, they had earned 25.7% of their financial aid (27/105). Since the Withdrawal date was after the Date of Record, room cost was not adjusted.

Charges billed for the term: \$27,700*	Aid Awarded for the term: \$12,000
	Percentage of charges assessed= 25.7%
Adjusted Tuition, fees, and Meal Plan $25,365 \times 0.257 = \$6,519$	Earned Financial Aid: $12,000 \times 0.257 = \$3,084$
Full Room Charge = \$2,335	
Total Adjusted Charges: 8,854	Total Adjusted Aid: 3,084

After charges and aid are adjusted, the student's account balance is \$5,770 (adjusted charges – financial aid earned)

\*may not reflect actual charges for a specific term.