



**EMILY
GRIFFITH**
TECHNICAL COLLEGE

Withdrawals and Return of Title IV Funds Policy

Title IV funds are offered to a student under the assumption that the student will attend school for the entire period for which the assistance is covering. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV funds withdraws from Emily Griffith Technical College after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned funds that were not received. Emily Griffith Technical College may automatically use all or a portion of the post-withdrawal disbursement for tuition and fees charges.

Emily Griffith Technical College is required to determine the earned and unearned portions of Title IV funds as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. There are several factors used to determine the Return of Title IV funds calculations: official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percentage of Title IV funds earned, post-withdrawal disbursement, institutional charges, amount of Title IV funds to be returned (if applicable), time limits and reporting requirements.

The requirements for Title IV program funds when you withdraw are separate from any refund policy. Therefore, you may still owe funds to Emily Griffith Technical College to cover unpaid institutional charges. You may also be charged for any Title IV program funds that the school was required to return. Emily Griffith Technical College can provide you with the requirements and procedures for officially withdrawing from school.

For further guidance on Withdrawals and the Return of Title IV Funds policies and procedures, please see the reference material found in Chapter 1, Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy in the Financial Aid Office. You can also call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.