

# Federal Return to Title IV Refund Policy

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Quincy College's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Quincy College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe back part of his or her financial aid if the financial aid office determines the student has received an amount larger than the earned amount.

The refund policy for state financial aid is the same as federal policy, however 100% of state aid is earned at the 50% point. A copy of the worksheet used for this calculation can be requested from the Quincy College Financial Aid Office.

The term "Title IV Funds" includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Stafford Subsidized Loan
- Federal Direct Stafford Unsubsidized Loan
- Federal Parent Plus Loan

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

- Unsubsidized
- Subsidized
- Parent PLUS
- Federal Pell Grant
- Federal SEOG Program
- Other Title IV Programs
- Other State, Private, and Institutional Aid
- The Student

Quincy College will return any funds to Title IV programs upon completing the calculation. It is very possible that a student who receives financial aid and withdraws will owe a balance to the Quincy College Business Office and may be required to repay funds to the U.S. Department of Education. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about this policy.

Other things to consider before withdrawing:

- Following the proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.
- Students receiving a grade of “F” for all classes in a semester will be subject to retraction of aid per Federal regulation. Any balance that’s results is the responsibility of the student.
- Students that stop attending all classes and fail to complete an official withdrawal form will receive a grade of “F” for each registered class. This will result in a Return to Title IV funds calculation. An outstanding balance may occur and is the responsibility of the student.
- If a MassGrant or other State aid is **expected** and not **actual** on the date of withdrawal, it is automatically canceled.
- A student is not considered “officially withdrawn” until he/she completes a withdrawal form. This form can be obtained from the Registrar’s Office and at the Plymouth Campus administration office.
- This policy applies to all students regardless of enrollment status (full and part time).