

6.3.2.8 Financial Aid Adjustments Due to Failure to Attend or Due to Withdrawal

A student who does not begin attending classes is not eligible for any type of financial aid. Also, as discussed later in this section, a student is not eligible for any type of aid sponsored by the State of Florida if he or she withdraws before the end of the drop/add period. In either case, each item of financial aid will be cancelled and returned to its source.

When a student begins attendance and subsequently withdraws, his/her financial aid is subject to adjustment depending on the last date of class attended and the type of aid. The adjustment will involve a determination of how much of the student's financial aid was "earned" and how much was "unearned." Earned financial aid will be retained in the student's account to apply to his/her charges. If the earned aid exceeds the student's adjusted charges, it can be retained by the student for other educational expenses. The financial aid that is unearned will be withdrawn from the student's account and returned to the source(s).

It should be noted that there will be instances of withdrawal when the amount of earned aid will be disproportionately lower to the adjusted charges than the original amount of aid was to the original charges. In such instances, the student will be required to make payment using his/her own funds. Also, there will be instances when, before withdrawal, a student will have been given a refund by the Business Office because his/her payments and/or financial aid total exceeded the charges assessed, but upon withdrawing, the student will have to repay some of these funds.

The following paragraphs describe how each of the major sources of financial aid will be handled when a student withdraws.

6.3.2.8.1 Federal Aid

Federal Aid includes: Subsidized Stafford Loan, Unsubsidized Stafford Loan, Perkins Loan, Parent Loan (PLUS), Pell Grant, and Supplemental Educational Opportunity Grant (SEOG).

A student who withdraws during the first 60 calendar days of a semester or 28 calendar days of the summer term (beginning with the first day of classes) will have his/her federal aid adjusted based on the amount of time the student was enrolled. The amount of federal aid a student "earns" will be directly proportional to the percentage of time enrolled. For example, a student with \$5000 of federal aid withdrawing on the 30th day of a 100 day semester will have earned 30% (\$1500) of his/her federal aid. A student with \$3000 of federal aid who withdraws on the 19th day of a 47 day summer term will have earned 40% (\$1200) of his/her federal aid.

There is no adjustment of federal aid after 60 calendar days in the semester or after 28 calendar days in the summer term.

The unearned amount of federal aid will be returned to the source using the following distribution priority: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Parent Loan (PLUS), Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TEACH Grant, and Iraq Afghanistan Service Grant.

Example: A student has \$5000 of federal aid consisting of a \$2500 Subsidized Stafford Loan, \$1500 Pell Grant, and a \$1000 SEOG. The student earns 30% (\$1500) with 70% (\$3500)

unearned. Using the prescribed distribution, the Subsidized Stafford Loan of \$2500 would be returned, and then \$1000 of the Pell Grant would be returned.

The College will return unearned federal financial aid funds as determined by a Federal Refund Calculation Worksheet. If a student has received a refund which includes unearned federal financial aid, the student may also be responsible for the return of this unearned aid. In this instance, if loan funds are involved, the student can repay these funds to the lender in accordance with the original terms of the loan contract. If the Pell Grant or SEOG is involved, the student must make a cash payment to the College, which, in turn, would be returned to the source, or make a satisfactory repayment agreement with the U.S. Department of Education. It should be noted that the USDOE only requires the student to repay 50% of the unearned portion of the Pell Grant and the SEOG Grant due from the student.

The College will notify the student of any unearned federal aid the student is responsible for repaying.

6.3.2.8.2 State of Florida Aid

Included in this category are all grants and scholarships administered and/or sponsored by the State of Florida.

As previously mentioned, a student is not eligible for any Florida-sponsored aid if he or she withdraws before the end of the drop-add period. The drop-add period ends on the 9th calendar day for each semester.

Students who withdraw from classes after the add/drop period and have State of Florida Aid should contact the Office of Financial Aid to determine any aid adjustments that will be made to their Student Account Balance.

6.3.2.8.3 Flagler College Aid

Athletic Scholarships. The Director of Compliance, Athletic Department, and the Director of Financial Aid will make a determination as to the amount, if any, of the scholarship that will be adjusted to the student account.

Resident Advisor Grant. The amount of eligibility will be in direct proportion to the number of days served. For example, a student receiving a \$1,200 Resident Advisor Grant who serves 40% of the semester will be allowed to retain \$480 of the grant. The Vice President of Student Services is responsible for making the final determination on the amount.

Employee Tuition Grant. The Director of Business Services, in consultation with the President, will make a determination of eligibility on a case-by-case basis.

Tuition Exchange Grant. Since the Tuition Exchange Grant covers the full cost of tuition, the amount of the grant that is earned will be directly proportional to the amount of the student's adjusted tuition charges.

All other Flagler College aid will be handled on the same basis as federal funds. This aid includes need-based grants, memorial scholarships, the Selby Scholarship, Presidential Grant, Young Life Grant, President's Council Scholarship, etc.

6.3.2.8.4 Grants from Other States, Private Source Scholarships, and Loans

These items of aid will be handled in accordance with the policy of the sponsoring organization. Lacking specific guidance, the following applies:

1. A student who does not begin attending classes will have his/her scholarship or loan cancelled.
2. A student who begins attending classes and withdraws will be allowed to retain the full amount of the scholarship or loan for the semester.
3. If there is any question as to the intent of sponsoring organization, the College will contact the organization for guidance.

6.3.2.8.5 Credit Balances

Students who have a credit balance in their student account after all tuition fees and related charges have been invoiced will be issued a refund directly to their Flagler OneCard Account. All students must activate their Flagler OneCard Account. Students who do not enroll and provide Flagler College with proper written notification of non-attendance to Business Services Office may request a refund check be issued if the notice is received by the specified dates.

6.3.2.8.6 Policy Exceptions

A student who thinks that extenuating circumstances pertaining to his/her situation warrant special consideration may submit a written appeal to the Director of Student Accounts. Such an appeal must be submitted within one week of the refund determination, and it must contain full justification supported by appropriate documentation. Additional information regarding and/or relating to the Office of Business Services can be found on-line at <https://my.flagler.edu/ics>, under the Business Services Tab.