

WITHDRAWALS AND RETURNS TO TITLE IV FUNDS

Unofficial Withdrawal Policy

A student who earns all F's in a given term or a combination of F's and W's (meaning the student withdraws from a class) may be considered an "unofficial withdrawal." Unofficial withdrawals are those who simply cease attending classes. Faculty must enter a last date of attendance for students who earn a grade of "F" for the class. Once grades are submitted and faculty rosters announced at the end of a term, unofficial withdrawals (those who earned their F due to ceasing attendance) may be required to return funds to Southern Oregon Technical College and/or the U.S. Department of Education. Students who truly withdraw that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid funds are calculated for the classes in question.

Attendance

Southern Oregon Technical College does not take attendance except for those programs where attendance is required by an outside entity. The following programs are currently required to take attendance:

- Culinary Arts
- Biology Technology
- Registered Nurse (RN)
- Cosmetology
- General Practical Nursing (LPN)

End of Term

At the end of each term the Financial Aid Office will review all federal financial aid recipients with all "F", "WF", "W" and/or "NW" grades. These students will be considered as unofficially withdrawn.

If no last date of attendance is known, it is assumed to be the 50% point of the term – A, B or C (as allowed by federal regulations). Exception students reported on the non-attending list are dropped at 100% from these classes.

Once the withdrawal date is determined, the Financial Aid Office calculates the amount that must be returned to all programs by the College and the student, in accordance with federal regulations and College policy. For details, see the Return of Title IV Funds policy.

www.southernoregon.edu/financialaid/returnoftitleivfunds and www.finaid.org

It is strongly recommended that any student receiving financial aid who is contemplating