

WITHDRAWAL AND RETURN TO TITLE IV POLICY

Unofficial Withdrawal Policy

A student who earns all Fs in a given term or a combination of Fs and Ws (meaning the student withdrew from a class) may be considered an 'unofficial withdrawal.' Unofficial withdrawals are those who simply cease attending class(es). 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 are verified at the end of a term, unofficial withdrawals (those who earned the F due to ceasing attendance) may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education. Students who truly earned Fs that were not due to ceasing attendance are not considered to have withdrawn; therefore, those students' aid is not recalculated for the class(es) in question.

Attendance:

Southern Crescent 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
- Radiology Technology
- Registered Nurse (RN)
- Cosmetology
- Licensed 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", "W", "I" and/or "NR" 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 These students will be considered as unofficially withdrawn.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 those classes.

Once the withdrawal date is determined, the Financial Aid Office calculates the amount that must be returned to aid 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:

<https://www.sctech.edu/currentstudents/student-services/financial-aid/financial-aid-news/>.

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

withdrawing from the college first contact the Office of Student Financial Aid to determine the financial impact of that decision.

Southern Crescent Technical College will return unearned Title IV funds to federal programs in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant