

## **RETURN OF TITLE IV FUNDS POLICY**

Students should understand that any class drops, adds, or changes at any time during the semester can affect their financial aid. Check with the Financial Aid Office for further information **before** changing your enrollment.

The Return of Title IV Funds Policy for financial aid recipients applies to tuition, fees and book allowance. The Return of Title IV Funds Policy for financial aid recipients differs from the IECC refund policy found in the college catalog.

A student is subject to the Return of Title IV Funds Policy if he/she:

- ◆ Receives Title IV financial aid (Federal Pell Grant, Federal SEOG, and Federal Direct Loans)
  - **AND**
- ◆ Withdraws from all enrolled hours on or before the 60% point in time of the enrollment period.(Includes enrollment modules within a term)

### **Withdrawal**

Students not attending classes in which they have enrolled must be withdrawn; IECC does not have a “leave of absence” policy. Official withdrawals are processed by the Office of Admissions and Records. The student may initiate the withdrawal by completing a “Drop/Add” form, available from the Admissions and Records Office at Olney Central College, Frontier Community College, Lincoln Trail College, and Wabash Valley College.

Students who drop out of college must notify the Financial Aid Office. When the student submits the “Drop/Add” form to the Office of Admissions and Records, he/she has begun the withdrawal process; that date will be used to determine the percentage of the enrollment period the student completed. Full or partial repayments of financial aid may be required of these students. For additional information, contact the Financial Aid Office.

### **Calculating the Return of Funds**

Financial Aid will calculate the student’s liability for Return of Funds with the internet based program approved by the U.S. Department of Education.

### **Student and School Responsibility for Return of Funds**

Within 30 days of the date of the student’s complete withdrawal from classes, IECC will:

- ◆ Send the student notice of liability and repayment options
- ◆ **AND**
- ◆ Repay the school and student portion of return of funds liability
- ◆ **THEN**

Within 45 days of the date on the notice of liability, the student will:

- ◆ Repay in full his/her return of funds liability to IECC
- ◆ **OR**
- ◆ Make satisfactory repayment arrangements with IECC.

**Failure to comply may result in loss of Federal Title IV aid eligibility.**

**Return of Funds Distribution**

The distribution of any return of funds is prescribed by law and regulation. Federal Programs that are included in the distribution list at IECC are listed below:

- ◆ Unsubsidized Federal Direct Stafford Loan
- ◆ Subsidized Federal Direct Stafford Loan
- ◆ Federal Direct Plus Loan
- ◆ Federal PELL Grant
- ◆ FSEOG
- ◆ Other Title IV aid programs

Federal programs that the institution does not participate in are not included in the distribution list.