



## Financial Aid & Scholarships

411 CENTRAL AVENUE • SALINAS, CA 93901 • (831) 755-6806 • FAX (831) 759-6014

### Withdrawal from Classes – Return 2 Title IV

[668.22](#); [682.607](#); [685.306](#); [DCL GEN-04-03](#)

- If you withdraw from all classes before completing more than 60% of the semester, you will be required to return any “unearned” Federal Funds. Federal work study earnings are excluded from the calculations. Your official withdrawal date is the day Hartnell College Financial Aid office has been notified or the date you withdrew from classes, whichever is earliest.
- Notification can come in various forms: An official withdrawal form received from Admissions and Records; student self certifies they no longer are attending or most commonly; a list generated by the institution’s computer data base. You will be **notified** by mail of any funds you may owe, or any funds that may be offered which were not disbursed, within 30 days of the withdrawal date.
- If you withdraw from ALL of your classes before completing more than 60% of the semester (drop dead date) you will be required to return any unearned federal funds. If you receive all “F” and/or “NC” grades you may have to return any unearned federal funds if you cannot prove that you were attending classes for the entire semester.
- If you drop all classes before the Fall semester “drop dead” date or before the Spring semester “drop dead” date, you will need to repay some or all of your Federal financial aid funds. If you officially drop your classes after these dates you will not need to repay Federal financial aid yet you may still have issues with Financial Aid’s Satisfactory Academic Progress (SAP) policy.
- If you withdrew from school early and did not receive all of the Federal aid for which you were eligible, we will send you a letter notifying you of your financial aid eligibility. If you are eligible for a loan you will need to notify us within 14 calendar days whether or not you want the funds. If you qualify, a check will be mailed to you.

Example: Student enrolled full-time but withdrawals after 13 days, the following calculations are performed once the financial aid department has knowledge of the withdrawal:

- $13/81 \text{ days} = 0.16 \text{ (16\%)}$
- $\$2366 \times 16\% = \$378.56 \text{ (earned)}$
- $\$2366 - 378.56 = \$1987.44 \text{ (unearned)}$
- **$\$1987.44 \text{ (total) must be paid back to the Federal programs}$**

Hartnell College is responsible for paying back a portion of the grant which is calculated based on the number of units you enrolled in. If you enrolled in 12 units your Enrollment Fee would be \$240.00.

- $\$240 \times 16\% = \$38.40 \text{ (earned)}$
- $\$240 - 38.40 = \$201.60 \text{ (unearned)}$
- $\$201.60 \text{ (unearned) Hartnell must pay back to the Federal programs (and you must repay Hartnell)}$

You must also pay back \$1987.44 less 201.60 times 50% directly to the Federal programs.

- $\$1987.44 - 201.60 = \$1785.84$
- $\$1785.84 \times 50\% = \$892.92$
- **$\$892.92 \text{ is what you must pay back to the Federal programs}$**

Federal funds are returned to the Federal Programs in the following order: Federal Family Educational Loan program (FFEL); Federal Pell Grant; Federal Supplemental Educational Grant (FSEOG). Students who have loans will return the funds in accordance with the terms of the promissory note.

Begin the withdrawal process at the Admissions Office located in the new CALL Building. Their office will explain to you all about the process and rules.

Visit the Financial Aid Office in the new CALL Building. Learn how much you will owe and how you may repay your debt.

Please work with the financial aid office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it’s important to take care of the details before you leave Hartnell College. If you leave without taking care of this business and you owe money, the financial aid office will have to put a **national HOLD on your student aid eligibility.**