

## WHAT IF I HAVE TO WITHDRAW FROM SCHOOL?

### **Official Withdrawal from School**

The student must consult with Administration and complete the **Notice of Withdrawal Form** using the last date of attendance as the withdrawal date. For Title IV Federal Financial Aid recipients, this process, including the possible return of Federal Funds to the Department of Education, is discussed in more detail below at [WITHDRAWAL & RETURN OF TITLE IV FUNDS](#).

### **Unofficial Withdrawal from School**

In the event a student unofficially withdraws, Administration will determine the last date of attendance. For Title IV Federal Financial Aid recipients, this process, including the possible return of Federal Funds to the Department of Education, is discussed in more detail below at [WITHDRAWAL & RETURN OF TITLE IV FUNDS](#).

### **Re-enrollment [within 180 days](#)**

Students who withdraw prior to completion of the year and wish to [re-enroll within six months](#) (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges. However, these students will be responsible for paying any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible) after more than 180 days will be charged for contracted hours at the current tuition rate.

### **Re-enrollment *after* 180 days**

Students who have been terminated or withdrew from school and re-enroll (if determined eligible) *after* more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the Artistic Director for placement in the curriculum. Re-enrolling students may be required to re-take previously passed courses. Students applying for re-entry will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of clock hours as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. ***Re-enrollment is at the discretion of the school administration.***

### **WITHDRAWAL & RETURN OF TITLE IV FUNDS**

***Whether a Title IV Federal Student Aid recipient officially or unofficially withdraws or is dismissed, student is subject to the following Federal laws applicable to Federal Funds***

#### **RETURN OF TITLE IV FUNDS:**

**AFTER 60%:** If a student withdraws, drops out, or is dismissed *after completing 60%* (or more) of the hours of a payment period, term, or semester, the student is considered to have earned **100% of the aid disbursed**, and a return of Title IV Federal Funds calculation will **not** be required. The student will be **responsible for repayment** of any loan funds borrowed.

**BEFORE 60%:** If a student withdraws, drops out, or is dismissed *before completing 60% of the hours* of a payment period, term, or semester, the Financial Aid Office is required by federal statute to *recalculate* that student's federal financial aid eligibility. *Recalculation* is based on the *percentage of aid earned* using the "Federal Return of Title IV Funds Formula":

*Percentage of aid earned equals the number of days completed up to the withdrawal date, divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)*

Funds are then returned to the appropriate federal program based on the percent of unearned aid using the following formula:

*Aid to be returned equals (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.*

In these cases, the institution and the student would be required to return a portion of the funds. Often, when Title IV funds are returned, the student borrower *may owe a balance to the school*. Also, if a student earned *more* aid than was disbursed to them, the institution would *owe the student* a post-withdrawal disbursement, which must be paid within 30 days of the student's withdrawal.

