

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that was originally received.

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire semester, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the semester. This documentation could be the last date of attendance provided by the instructor of a course or by receiving documentation from the student showing the last date that tests, quizzes or assignments were completed. For students who take web-based classes, simply logging into the course but not completing any work does not provide proof of attendance. In the absence of evidence of a last day of attendance at an academically related activity, a school must consider a student to be an unofficial withdrawal.

Students classified as an unofficial withdrawal will be contacted by mail and email by the Office of Student Financial Aid and asked to provide documentation showing proof of attendance. The Office of Student Financial Aid will also contact, by email, each student's instructors requesting they provide the last date of attendance for a student. The latest date of attendance provided by the instructors or student will be used as the last date of attendance for the semester and as the unofficial withdrawal date. Students who prove attendance through the semester are not required to return any federal funds. Students who cannot provide proof of attendance through the semester, will have a portion of their Title IV aid returned to the federal government based upon the latest date of attendance.

Federal Title IV programs that are affected by unofficial withdrawal are the Pell Grant, TEACH Grant, FSEOG, Federal Direct Stafford Loans, Perkins Loans, and Federal PLUS Loans.

A school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Therefore, any funds returned to the federal government due to unofficial withdrawal will appear as a charge on the student's university bill and the student will be responsible for payment of the bill. The Office of the Registrar will be notified of this unofficial withdraw date which could impact student loan repayment.