

2023-2024 FINANCIAL AID REPAYMENT/RETURN OF TITLE IV FUNDS POLICY

Students who receive financial aid are subject to the Repayment/Return of Funds Policy. Students who withdraw, drop classes or complete zero credits for the period of enrollment for which they have been charged tuition and received financial aid may have to repay a portion of the grants and/or loans they received, as well as any tuition Cascadia returns to financial aid programs as a result of withdrawal. *This policy does not apply to work study earnings received.* If it is determined at any point that a student never attended a course/courses in a quarter where financial aid was received, a repayment of funds received for non-attendance courses will be required. *State and Federal standards for financial aid repayment are different. Students must review this entire document to understand requirements of both programs.*

Determining Date of Withdrawal/Last Date of Attendance

The date of withdrawal used to determine whether or not a student owes a repayment of financial aid funds, and the amount of repayment, is determined as follows:

- The date the student began the institution’s withdrawal process or officially notified the institution in writing of intent to withdraw. Withdrawals are considered official when a student completes and submits an add/drop form to the Kodiak Corner prior to withdrawal deadlines for the quarter.

OR, if a student did not withdraw or notify the institution of the intent to withdraw, the last date of attendance is determined as follows:

- The latest date of attendance posted by the instructor(s) will be used if that date is past the 50% point of the quarter. If the latest date is not past the 50% point of the quarter, and multiple dates are reported, the 50% point of the quarter will be used as the last date of attendance.

Funds are returned to the following sources in order of priority, as established by Congress

- | | |
|------------------------------|---|
| 1) Unsubsidized Direct Loans | 4) Federal Pell Grants |
| 2) Subsidized Direct Loans | 5) Federal Supplemental Educational Opportunity Grant (FSEOG) |
| 3) Direct PLUS Loans | |

Determining Repayment Amount

There are six basic steps in the formula for calculating the amount of funds that must be returned to the financial aid programs.

- 1) Determine date of withdrawal/last date of attendance and percentage of payment period attended by the student
- 2) Calculate the amount of financial aid *earned* by the student
- 3) Compare amount earned and amounts disbursed/could have been disbursed to determine amount *unearned*
- 4) If amount earned is greater than amount disbursed, determine late/post-withdrawal disbursement amount
- 5) If amount earned is less than amount disbursed, determine amount of financial aid that must be returned
- 6) Calculate portion of funds to be returned by the institution and/or student

Both Cascadia College and the student have specific responsibilities under this policy. Students who owe a repayment due to the Financial Aid Repayment/Return of Funds Policy must pay that obligation/debt before regaining eligibility for additional assistance. Students will also be unable to register for future quarters until the obligation/debt is satisfied.

Institutional Refund Policy

Fall, Winter, and Spring:

1 st through 5 th instructional day:	100% refund
6 th instructional day through 20 th calendar day:	50% refund
21 st calendar day through end of the quarter:	0% refund

Summer

4 week term

1 st through 3 rd instructional day:	100% refund
4 th instructional day through 8 th calendar day:	50% refund
9 th calendar day through end of the term:	0% refund

8 week term

1 st through 4 th instructional day:	100% refund
5 th instructional day through 16 th calendar day:	50% refund
17 th calendar day through end of the term:	0% refund

When students completely withdraw from their classes during a refund period, tuition and allowable fees are reduced by the amount of the institutional refund. For example, if a student makes a complete withdrawal during a 50% refund period, the student’s tuition and allowable fees are reduced by 50%.

Repayment Policy for Federal Financial Aid

Includes: Pell Grant / Federal Supplemental Educational Opportunity Grant (FSEOG) / Direct Loans

Students who remain enrolled through at least 60% of the payment period are considered to have earned 100% of the aid received and will not owe a repayment of federal financial aid. If a student completes at least one course they will be subject to the 2023-2024 Satisfactory Academic Progress Policy, rather than the Repayment/Return of Funds Policy. Please note that the Financial Aid Repayment/Return of Funds Policy and Cascadia's tuition refund policy are separate. The financial aid "return of funds" policy described below has been established by the U.S. Department of Education and must be followed for all aid recipients.

Repayment Policy for State Financial Aid

Includes: Washington College Grant (WCG) / College Bound Scholarship (CBS)

Students receiving state financial aid funds are subject to the student Washington State Aid Repayment Policy, as defined by the Washington Student Achievement Council. Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance or who receive funding based on fraudulent information will be required to repay 100% of the funds received for the enrollment level of unearned aid.

Students who begin attendance and then make enrollment status adjustments (up or down) after the start of the term will be considered eligible for aid paid and subject to completion of satisfactory academic progress (*see [Satisfactory Academic Progress \(SAP\) Policy](#)*). Please note that the Financial Aid Repayment/Return of Funds Policy and Cascadia's tuition refund policy are separate. **Note:** *It is permissible for students to decline and return their full WCG award to prevent being subject to SAP.*

Includes: Washington Bridge Grant (WBG) / Passport to College

Students will not have their aid adjusted based on partial or full withdrawal. Students who fail to commence attendance in a minimum of three (3) credits, will be required to repay 100% of the WBG funds received. Students who fail to commence attendance in at least a half-time enrollment level (6-8 credits), will be required to repay 100% of their Passport to College funds received.

Includes: Cascadia College Grant (CC Grant) / Goldstar Book Stipend Repayment Policy

Students who receive only a Cascadia College Grant (CC Grant) or Goldstar Book Stipend without any other federal or state funding will have the repayment and return of funds calculated according to the calculation described above, "Determining Repayment Amount", to determine the student's obligation to repay. If it is determined that a CC Grant or Goldstar Book Stipend recipient fail to commence attendance for the course/courses for which they received a CC Grant or Book Stipend award, the repayment will be 100% of the award.

Treatment of Federal Student Aid When a Student Withdraws REQUIREMENTS OF 34 CFR 668.22

The law specifies how Cascadia College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that Cascadia offers and are covered by this law include: Federal Pell Grants, Direct Loans, PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of the quarter by days attended, then you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the quarter, you earn all of the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Cascadia College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The College may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt with Cascadia.

The College must also get your permission before it can disburse to you any Title IV grant funds that are part of a post-withdrawal disbursement.

If you, your parent or the College, on your behalf, received excess Title IV program funds that must be returned, the College must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds, or
- 2) The entire amount of excess funds

The College must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of grant overpayment due from a student is limited to 50% of the grant funds you received or were scheduled to receive for the quarter. In addition, a student does not have to repay a grant overpayment of \$50.00 or less for grant overpayments resulting from a student's withdrawal. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the College refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. **The College may also charge you for any Title IV program funds that the school was required to return.** When Cascadia is required to return tuition revenue to Title IV program funds, students will owe the college this amount. Registration activity will be blocked until this debt is paid. If unpaid within 30 days, debts will be referred for collection activity and additional fees may be added. The institutional refund policy is available on the front page of this document. The College can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.gov. You may also contact Cascadia College Student Financial Services Office at (425) 352-8860 or by email at: finaid@cascadia.edu.

Cascadia College is an equal opportunity institution and does not discriminate. See full statement at www.cascadia.edu/nondiscrimination.