

What happens to my Financial Aid When I Withdraw (Official/Unofficial) from School?

Official Withdrawal

Charge Reduction Policy: Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give pro-rata charge reductions through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS FROM SCHOOL. On-campus program students (Undergraduate and Divinity) must complete and return a withdrawal form to the Registrar's Office in order to be officially withdrawn. DCP and Graduate program students may withdraw by telephoning or emailing the Registrar's office. A confirmation will be sent when the withdrawal is complete. The withdrawal date is the date this process begins. Reductions will be computed on total charges for tuition, room and board but not on fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester charges. Students who withdraw from individual classes after the drop/add period will receive no charge reduction. For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (includes weekends) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester. When a student's charges are reduced, Federal, State, Institutional and Non-institutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the University Student Accounts Office for current regulations concerning these programs. Leaving the University without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

Room and Board Reductions: In the event a student continues to be enrolled for classes and is approved or required by Residence Life to move from University housing to off campus housing during a semester there will be no charge reduction for room charges. The student moving off campus may request to have his/her meal plan terminated at that time and receive a limited pro-rata charge reduction for meals. The meal plan reduction amount will equal the percentage of the semester remaining times fifty percent times the original meal plan rate. To have the meal plan terminated and receive this reduction the student must contact the Business Office once they have been approved to move off-campus by the Office of Residence Life and have moved.

Federal Aid: Federal law specifies how Gardner-Webb University must determine the amount of federal (Title IV) financial aid that you earn if you withdraw from school. The federal programs that included under this law are: Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, Federal Perkins Loans, Federal Graduate PLUS Loans, Federal Parent PLUS Loans, Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants.

When you withdraw during your payment period the amount of federal financial aid that you have earned up to that point is determined by a specific formula. If you received (or Gardner-Webb University or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds as a Post-Withdrawal Disbursement. If you received more assistance than you earned, the excess funds must be returned to the government by Gardner-Webb University and/or you. This is called a Return to Title IV (or R2T4).

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you received (or Gardner-Webb University or your parent received on your behalf) excess federal financial aid that must be returned, Gardner-Webb University 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.

Gardner-Webb University must return this amount even if we did not keep this amount of your federal financial aid. This may create a significant indebtedness for you if this aid was used to pay for charges for which you are still responsible or if you received these funds as a refund.

If Gardner-Webb University 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 maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Gardner-Webb University to return the unearned grant funds.

Non-Federal Aid: Financial aid is expected to help meet educational costs, so any academic, housing or meal plan refunds resulting from your withdrawal from the University will be returned to the financial aid programs from which you received assistance. University, state and outside scholarships may be adjusted based on the tuition refund schedule. You may be required to return funds from previously issued financial aid refund checks.

Other: Indebtedness to the University created by the return of aid must be resolved before you can re-enroll or be issued an academic transcript. Federal regulations prohibit the use of federal financial aid to pay prior-year balances. Therefore, you need to consider the payment of any outstanding balances as you make plans to return to school.

Unofficial Withdrawal

An unofficial withdrawal occurs when a student does not successfully complete any of their courses (receives all F grades or @F grades), stopped attending classes, and did not complete any course work as of the 60% point of the semester or summer term without officially withdrawing from the University, as required. An unofficial withdrawal may be required to repay up to 50% of the financial aid received for the term. Forms of Federal financial aid are subject to calculations based on the Return to Title IV Aid.

Students who never attended any of their classes and did not complete any course work are required to repay 100% of the financial aid received for the semester or summer term.

Students who stop attending all of their classes are required to officially withdraw from the University.