Return to Title IV (Federal) Policy

If a student withdraws from school, either “officially” or “unofficially” before the semester is completed and is a recipient of Title IV aid (Pell, SEOG, Direct loans), Federal Return to Title IV aid regulations require the College to calculate the amount of earned and unearned aid for the period of enrollment. An official withdrawal is when the student submits a withdrawal form/request to the Records Office. An unofficial withdrawal is when a student ceases attendance and fails the course(s).

If for some reason students are unable to remain enrolled and in attendance, seek the advice of a Financial Aid Officer in the Student Financial Services Office before withdrawal from classes or cessation of attendance.

The federal formula requires a return of Title IV aid if the student received Pell grants, Supplemental Educational Opportunity Grants, Stafford Direct loans or PLUS loans BEFORE completing 60% of the enrollment period. During the first 60% of the enrollment period, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. If withdrawing totally from the College without completing 60% of the enrollment period, a student will be required to repay a portion of the aid received within 45 days. For example, withdrawing after completing 10% of the enrollment period, up to 90% of the Federal funds that were awarded may need to be repaid.

A student’s withdrawal date is:

- Date the student began the institution’s withdrawal process
- Midpoint of the period for a student who leaves without notifying the school.
- The institution has the option of using the student’s last date of attendance at a documented academically-related activity in lieu of any other withdrawal date.
The responsibility to repay unearned aid is shared by the school and the student in proportion to the aid each is assumed to possess.

The institution’s share is the lesser of:

- the total amount of unearned aid; or
- institutional charges multiplied by the percentage of aid that was unearned.

The student’s share is:

- the difference between the total unearned amount and the institution’s share.

Under the HERA, the amount of a grant overpayment due from a student is limited to the amount which the original grant overpayment exceeds half of the total Title IV grant funds received by the student. Students do not have repay a grant overpayment of less than $50 to the Department of Education.

Kirtland Community College will bill students for any balance owed due to the College’s return of funds to the Department of Education. Unresolved balances are reported to a collection agency which may increase the total debt owed.