



## ADMINISTRATIVE POLICY

# General Provisions 3.2

### Title IV Refunds

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## POLICY STATEMENT

A student who completely withdraws during any semester at NSC will be subject to the Federal Return of Title IV Funds Policy as conducted by NSC Financial Aid. Federal law requires the amount of student assistance earned up to the point of withdrawal be determined by a specific calculation. In some instances, the student may owe funds back to NSC or the federal programs from which the financial assistance was received.

The amount of assistance the student has earned is determined on a pro-rata basis. That is, if the student completed 30 percent of the payment period or period of enrollment, the student earned 30 percent of the assistance the student was originally scheduled to receive. Once the student has completed at least 61 percent of the payment period or period of enrollment, the student earned all of the assistance. The federal government has mandated a policy of aid recalculation where recipients of Title IV funding fail to complete a minimum of 61 percent semester attendance. Title IV programs authorized under the Higher Education Act of 1965 include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, subsidized and unsubsidized Federal Direct Loans, and PLUS loans.

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## REASON FOR POLICY

**This section is required under 34 CFR [668.22](#)**

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## PROCEDURES

For the purpose of determining point of withdrawal during a semester, the student's separation date is:

1. The date the student began NSC's official withdrawal procedure; or
2. The mid-point date if no official documentation of withdrawal is available; or
3. The mid-point date if Canvas indicates earned points while PeopleSoft indicates "Never Attended;" or
4. The day before a scheduled break of five days or more, if the official withdrawal date falls during the break.

If the student is enrolled in courses with start and end dates that do not correspond to the semester's start and end dates (e.g. mini-sessions, modules or dynamically-dated courses) the following provisions apply.

1. If the student drops or withdraws from these courses during the earlier session(s), the Title IV program assistance that the student has earned up to that point will be evaluated, regardless of enrollment in later course sessions. This may result in funds being returned.
2. If the student withdraws or drops from these courses during the earlier session(s) and provides written notification to NSC Financial Aid that the student will be attending the

future sessions, Title IV program assistance will not be evaluated at that time and no funds will be returned at that time.

3. Should the student confirm enrollment for future courses and drop, withdraw or do not attend courses, Title IV program assistance will be evaluated taking into consideration the earliest and latest enrollment period. This may result in higher amounts of funds being returned.
4. Students who do not begin attendance in a course are not considered to have earned any portion of a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Nevada State institutional grants that may have been disbursed based on enrollment in that course. Students in online courses are required to demonstrate participation in an academically related activity in order to be considered as having begun attendance.

The student is responsible for repayment of any assistance for which the student did not qualify or earn. The student will be notified within 30 days of the institutional determination of withdrawal of the overpayment that the student must repay. Upon notification, the student will have 45 days to resolve the outstanding balance owed. After the 45 day period, the overpayment may be referred to the U.S. Department of Education for collection. The student will be ineligible for future federal and state financial assistance at NSC or other institutions until the overpayment is satisfied.

NSC's Tuition and Fees Refund Policy can be found in Section 20 of <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH07FEESTUITION.pdf>

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## CONTACTS

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## HISTORY

Updated June 2014

March 23, 2015: updated link for NSC's Tuition and Fees Refund Policy

March 7, 2019: effective Spring 2019, the student's separation date for unofficial withdrawals will be calculated using the mid-point, rather than the last date of attendance reported in PeopleSoft, as this cannot be documented in the absence of attendance records.