

Arlington Baptist College Policy on Return of Title IV Funds

Purpose:

The purpose of this policy is to establish guidelines for the return of federal Title IV funds when a student withdraws from Arlington Baptist College prior to the end of the semester in which the student is enrolled and ceases to attend classes. A reduction in semester hours does not constitute a withdrawal for the purposes of this policy, but could result in a change in enrollment status.

Percentage of Completion:

Federal regulations require a student receiving Title IV funds to complete 60% of the semester in order to earn 100% of the financial aid available in the semester. At the beginning of each semester, the 60% completion date will be calculated and distributed to the Financial Aid Office, the Business Office, the Registrar's Office and the Dean of Student's Office.

Entrance/Exit Counseling:

At the beginning of each semester, all new students must attend an orientation session in which they are advised of available financial aid, the application process, and the requirement to complete 60% of the semester or face the forfeit of a portion of any financial aid. The orientation session also will include information on all catalog policies of financial obligations, refund time frames, withdrawal procedures, satisfactory academic progress, and student conduct as described in the Student Handbook.

Official Withdrawal:

To insure an honorable and official withdrawal from the College prior to completion of the semester, a student must initiate the withdrawal in the Registrar's Office. The withdrawal permit, approved by the Registrar, must then be submitted to the Business Office for calculation of any financial obligations on the part of the student. The student will receive a grade of "W", indicating withdrawn, for each class the student is passing at the time of withdrawal.

Dismissal from College

Administrative withdrawals or dismissals may be executed for academic or disciplinary reasons. Withdrawal/dismissal forms will be initiated in the Registrar's Office. Due to the serious nature of a dismissal, the student automatically receives a grade of "F" for all courses for the semester in which the infraction occurred. Students who are dismissed must apply for readmission before any further enrollment is allowed. The decision to readmit will be made on an individual basis. Any student who receives an administrative withdrawal or dismissal is still obligated to fulfill all financial responsibilities including payment of tuition, room and board, library fees, bookstore charges. Etc.

Leave of Absence (LOA)

A student may submit a written request (stating the reason) to the Registrar's Office for a leave of absence up to a maximum of 180 days during any 12 month period. The request for a leave of absence will be submitted to the Dean of Student's and the Financial Aid Officer for personal interviews with the student. The interview will include a discussion of the reason justifying a leave of absence and an explanation to the student of any financial aid consequences if the student does not return from the leave of absence. There must be a reasonable expectation that the student will return from the leave of absence. The leave of absence may be granted for personal health issues, immediate family problems, or undue financial burdens. It is incumbent on the Dean of Students to verify the validity of the reason for the request and to recommend approval or denial. Upon approval by the Dean of Students, the Financial Aid Officer, and the Registrar, the leave of absence may be granted. Normally a request for a leave of absence must be submitted in advance; however, unforeseen circumstances may make it necessary to grant approval after the fact subject to the discretion of the Dean of Students, Financial Aid Officer, and the Registrar.

Arlington Baptist College Policy on Return of Title IV Funds

However, a leave of absence may not be granted for the sole purpose of delaying the return of Title IV funds.

Unofficial Withdrawals:

A student that does not follow the formal withdrawal procedures and simply stops going to classes is considered as a drop out. Reasonable attempts must be made by the Dean of Students to contact the student to determine the reason for the unofficial withdrawal and to restore the student to an active status.

Withdrawal Date:

The date a formal withdrawal, an academic withdrawal or a disciplinary dismissal is approved becomes the official date for determination of the return of any Title IV funds. The Registrar must determine through class attendance records an official withdrawal date for a student that stops going to classes and is considered a drop out.

Return Calculation:

The amount of any return of Title IV funds will be calculated on a pro-rata basis using the 60% completion date, the official withdrawal date, and the procedures outlined in Chapter two, entitled "Withdrawals and the Return of Title IV Funds," of the Financial Aid Manual.

Any unearned funds must be returned within 30 days after the determination of the student's official withdrawal date.

Utilizing the worksheet entitled "Treatment of Title IV Funds When a Student withdraws from a Credit Hour Program", the Financial Aid Office will calculate the amount of funds to be returned to Title IV and the order in which those funds will be restored.