

How Withdrawing from Classes Affects Financial Aid

Nonattendance Policy

Students who do not attend their classes are subject to being dropped by their instructors for nonattendance. As a result, these students may lose part or all of their financial assistance. Any remaining balance must be repaid before the student can receive further financial assistance.

Return of Funds Due to Withdrawal

If a student completely withdraws from the university either voluntarily or involuntarily during a semester, a portion of the federal Title IV aid disbursed to the student must be returned to the financial aid programs. The percentage of Title IV aid required to be returned is based on the percentage of time remaining in the semester as of the student's date of withdrawal. This percentage is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded from this calculation.

Percent of aid to be returned =

Number of calendar days remaining in the semester

Total number of calendar days in the semester

Example: A student who remains enrolled for 10 percent of a semester will be eligible to keep 10 percent of the total Title IV aid disbursed to him or her. The balance (90 percent) must be returned to the Title IV program(s). Similarly, a student who remains enrolled for 60 percent of a semester will be eligible to keep 60 percent of the total Title IV aid disbursed to him or her. The balance (40 percent) must be returned to the Title IV program(s).

Note: No Title IV aid funds are required to be returned if the student remains enrolled for more than 60 percent of the semester.

The date of withdrawal is the date a student officially notifies the NKU registrar's office of his or her intent to completely withdraw from school. If a student unofficially withdraws from school, the Office of Student Financial Assistance will use the midpoint of the semester to establish the student's date of withdrawal.

At the time a student withdraws, the bursar's office will automatically use all or a portion of the student's "institutional refund" as payment toward the amount that must be returned to the Title IV programs. The student may also be required to repay a portion of the aid funds that were directly disbursed to him or her in the form of a residual check. The student will be notified and billed for any grant funds that must be repaid immediately.

Failure to pay will result in a HOLD being placed on the student's account, and the student will not be allowed to register for classes, obtain grades, or obtain an academic transcript. Student loan funds are to be repaid in accordance with the terms of the loan.

Funds will be returned first to the Title IV loan programs and then the Title IV grant programs in the following order:

1	Federal Unsubsidized Direct Loan
2	Federal Subsidized Direct Loan
3	Federal Perkins Loan
4	Federal Plus Loan
5	Federal Pell Grant
6	Federal Supplemental Educational Opportunity Grant

Funds are not required to be returned to the federal work-study program.

Post-Withdrawal Disbursement of Title IV Aid: The Office of Student Financial Assistance will determine if a student is eligible to receive Title IV funds that were awarded but not yet disbursed to the student at the time of his or her withdrawal from school. If the student is eligible for a post-withdrawal disbursement, the Office of Student Financial Assistance will first apply these funds to the student's outstanding university charges (if any). Any remaining amount of the post-withdrawal disbursements will be mailed directly to the student.

Worksheets used to determine the amount of refund or return of Title IV aid are available upon request from the Office of Student Financial Assistance.

Return of Funds Due to Unofficial Withdrawal

Federal financial aid recipients who fail to receive any passing grades in a semester are subject to federal regulations titled Return of Title IV Funds. These students are considered unofficially withdrawn as of the midpoint of the semester. Without acceptable proof of attendance or participation in an academic related activity beyond the 60% point of the semester, the federal Title IV financial aid credited for the term is refunded to the aid program(s) from which it came at the rate of 50% of university charges. Loans are refunded before grants. For example, a student with a \$3500 Federal Direct Subsidized Loan and a \$2000 Pell Grant fails off of his or her classes for a semester. Assume the charges totaled \$2000. Federal regulations require that 50% ($\$2000 \times 50\% = \1000) be refunded to the Federal Direct Student Loan Program. The student's loan debt decreases, but the student still owes NKU \$1000 (assuming the student's account balance was \$0).

Acceptable proof of attendance or participation in an academic related activity is a letter from a professor noting the last date of a student's presence in class or involvement in an academic related activity. Examples of academic related activities include physically attending a class where there is an opportunity for direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial or computer-assisted instruction, attending a study group that is assigned by the school, participating in an online discussion about academic matters, and initiating contact with a faculty member to ask a question about the academic subject studied in the course. **Participating in academic advising is not considered an academically related activity.** Financial aid recipients who fail to earn any passing grades for a given semester are notified by mail of the deadline for submitting documentation of class attendance or participation for the semester. Included in the student's notification is a class attendance verification form that can be completed by the professor verifying attendance. Late verification of attendance is not accepted.

NKU is required to comply with Title IV federal regulations in this manner to ensure continued participation in federally funded aid programs.

R2T4 for Modules

For all programs offered in modules (a course that does not span the entire length of the semester), a student is considered a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or the period of enrollment, unless the school obtains written confirmation that he/she will attend a module that begins later in the same payment period or period of enrollment. To determine if a student who is enrolled in at least one course offered in modules is considered a withdrawal, the student must have begun attendance in the period of enrollment, ceased to attend a course and at the time he/she ceased to attend, he/she was no longer attending any other courses as well.