

# Withdrawals

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A student wishing to withdraw from a course(s) will begin and end the process in the Student Services Building prior to the announced end of the withdrawal period. Please, click [HERE](#) to view Drop, Audit, and Withdrawal Deadlines. Signatures from personnel in other offices may be required.

A student who officially withdraws from a course will receive a “W” grade which will not affect the student’s GPA. Withdrawals are not permitted after the withdrawal period. During a regular semester, the “NA” designation will be assigned by an instructor to students who have never attended a class at the time of the early alert report or at the time of submission of final class lists in shorter semesters. “NA” grades will not be included in the calculation of students’ GPAs. However, withdrawals **will** affect the quantitative (pace) standards of [satisfactory academic progress](#).

In accordance with Federal Government Regulations, when a Federal Financial Aid recipient withdraws from all classes during a term, it is Rowan College of South Jersey’s responsibility to determine the withdrawal date and the amount of financial aid they have earned. This may result in an overpayment of financial aid funds and a bill owed to the school.

## **Unofficial Withdraws**

- If a student did not successfully complete any course for a previous semester, the Office of Financial Aid must determine if the student stopped attending all of their courses and failed to withdraw from the college.
- When a student receives all F, X, I, NP, W and NA grades for a semester, financial aid will be adjusted depending on the last date of attendance.
- The Office of Financial Aid contacts your instructor(s) for a documented last date of attendance in each course.

Students, whose last day of attendance cannot be documented, will automatically have the 50 percent point of the semester used to determine any adjustments to their financial aid awards.

## **Return of Title IV Funds Calculation for Withdrawals**

Federal Financial Aid Awards are based on the assumption that the student will complete the entire term for which the award is processed. If a student withdraws during a term, federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education to determine the amount of federal financial aid earned as of the official withdrawal date from Rowan College of South Jersey. The amount of federal financial aid earned is determined by the percentage of time spent in academic attendance and has no relationship to the institutional charges you may have incurred. Once 60% of the semester has passed, you have earned 100% of the federal financial aid awarded to you.

Title IV funds that are considered for the calculation include, Pell Grant, SEOG, Direct Loan (Subsidized and Unsubsidized) and PLUS Loans (Parent PLUS).

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Once a student withdraws, the return of Title IV funds calculation is run by the Office of Financial Aid. The calculation determines the amount of Title IV aid a student has “*earned*” by dividing the number of days completed by the *period of enrollment*. A period of enrollment is the number of days in the semester. The percentage of the semester completed is then multiplied by the overall Title IV aid the student was eligible for had they not withdrawn.

If the amount of aid “*earned*” is less than the amount disbursed to the student’s account, funds must be returned to the federal program(s). Funds will be returned to the programs from which the student received aid during the semester in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loans (Parent PLUS and/or Graduate PLUS)
5. Federal Pell Grant
6. SEOG

**Important Note:** If funds need to be returned, it may create an outstanding balance on the student’s account with the college. The student *will* be responsible for any outstanding balance when funds are returned to Federal Programs.

## **Post-Withdrawal Disbursement**

If all funds have not been disbursed to the student’s account at the time of withdrawal and if the amount of aid “*earned*” is greater than the amount disbursed, the student may be eligible for a post withdrawal disbursement. If any action by the student is necessary for the post withdrawal disbursement, the student will be notified by e-mail. The notification will also indicate for which program(s) the funds are available. The student will also be notified whether authorization is needed to disburse loan funds to an outstanding college balance or if the student is eligible for a refund due to the disbursement.

## **Tuition Liability**

If you decide not to attend Rowan College of South Jersey, it is your obligation to properly withdraw through the appropriate office. Non-attendance of classes does not classify as an official withdrawal or drop. It neither relieves the student of his or her financial obligation nor entitles the student to a refund.

*Failure to repay the College will jeopardize the student’s eligibility for continued enrollment at the College.*