Boise State University Complete Withdrawal Policy

Important information for students receiving any of the following types of federal financial aid from Boise State University:

- Pell Grant
- SEOG Grant
- Iraq & Afghanistan Service Grant
- Perkins Loan
- Direct Loan - Subsidized, Unsubsidized or Plus

Please read the following information and the Satisfactory Academic Progress Policy carefully before you decide to withdraw from all of your classes.

Throughout this policy the term “payment period” typically refers to a semester or summer term in which the student received financial aid.

The Boise State University Financial Aid Office is required to perform a Return of Title IV Funds (R2T4) calculation for all students who had received federal financial aid and withdrew from a payment period after having begun attendance in classes or who stopped attending classes without officially withdrawing.

The withdrawal date, the length of the payment period, the types and amounts of federal financial aid received are used in the calculation to determine whether or not the student retains eligibility for a portion of the aid that was advanced to them for the payment period. Any aid the student received above the amount they are eligible to retain based on the R2T4 calculation is considered to be “unearned” and must be returned to the federal government. In order to determine these amounts, the student must have withdrawn; no calculation will be performed prior to withdrawal.

NOTE: The last day you may completely withdraw from Boise State University for the Fall or Spring semester with a ‘W’ is prior to the withdrawal deadline (the 6th week of classes for regular sessions). After that date you must file a complete withdraw appeal with the Dean of Students. See the Academic Calendar Deadlines by Session for dates if you are withdrawing from classes offered for all sessions including shorter sessions.

The Date of Withdrawal Affects Amounts To Be Returned

If the student withdraws before the first day of classes, they are ineligible for any federal aid.
1. Boise State University cancels all fees for that term.
2. Financial aid loan and grant funds disbursed to the student’s account and that were applied to fees and any refunds sent to them prior to the first day of the term will be canceled and returned to the federal government by Boise State, creating a balance on the student’s account. Any federal financial aid refunded to the student must be repaid to Boise State University.

Updated 5/8/2014
If the student withdraws between the first day of classes through the 10th day of the semester, the student will be ineligible for any federal aid unless documentation establishing attendance is provide.
1. Boise State University cancels all fees for that payment period.
2. A $40.00 withdraw fee is assessed, which the student is responsible for paying.
3. Loan and grant funds disbursed to the student’s account and used to pay university fees and any amounts refunded them will be canceled and returned to the federal government, as prescribed by federal financial aid rules. Loan and grant funds refunded to the student must be repaid to Boise State University.

Students who have attended class have the opportunity to request that their professor furnish written confirmation of attendance. This documentation must be submitted to the Boise State University Financial Aid Office within 7 days of receiving a notice to repay funds. If attendance documentation is received from a professor within 7 days, the Boise State University Financial Aid Office will perform a Return of Title IV Funds (R2T4) calculation, to determine the amount of financial aid the student is eligible to retain. Appropriate adjustments will be made to the financial aid for the term as determined by the R2T4 calculation

If the student withdraws on or after the 11th day of the term
1. The complete withdraw falls under the federal requirements for recipients of federal financial aid who withdraw from or leave school before completing the term.
2. Boise State University retains the full amount of fees charged for the term.
3. A $40.00 withdraw fee is assessed, which you are responsible for paying
4. A Return to Title IV (R2T4) financial aid calculation will be completed based on the withdraw date, the length of the term and the types and amounts of federal financial aid received. This calculation determines the percentage of federal financial aid you are allowed to keep and the amount that is to be returned to the federal government.

**NOTE:** The Boise State University Financial Aid Office is required to determine if a student began attendance in each class for which they received federal financial aid. If the documented date the student ceased attending is earlier than the date they withdrew, Boise State University Financial Aid may use the earlier date if it more accurately reflects the last date the student attended an academically related activity.

5. The student is responsible for repaying Boise State University the amount of aid returned to the federal government.
6. In some instances a student may be required to return some grant funds to the federal government that was “overpaid”. In these situations, they will be mailed a letter and contract with instructions on how to return the funds. Boise State will initially serve as the student’s liaison to the federal government. If the student fails to sign the contract by the specified deadline, or fails to repay the grant funds in accordance with the contract, the “overpayment” will to be referred to the federal government for collection. When this occurs, the student is ineligible for future federal aid until the “overpayment” is resolved.
Regulations Regarding Modules

A module is any class that does not span the full length of the semester or term. For example:

- A student would be considered to have enrolled in modules if they enroll in courses that span the entire payment period AND have also enrolled in courses that don’t span the entire length of the payment period.
- A student would be considered to have enrolled in modules if they enroll in the summer term with two summer sessions that are offered sequentially, are both five weeks long, and they have the option to enroll in either session or both sessions.
- Workshops, and any other courses that don’t span the entire length of the payment period, are also considered modules.

For all programs or classes offered in modules, a student will be considered to have withdrawn if they did not complete all of the days in which they were scheduled for the payment period.

For modules, a student will still be considered enrolled for the term if, at the time they drop a module class, they provide Boise State written confirmation stating they plan on attending a course later in the same period.

When a student attempts to drop a class that does not span the entire payment period, a pop box up will appear on their Student Center asking if the student plans to return for a class that starts later in the payment period;

- If they answer No, the drop will be reviewed to determine if a Return of Title IV calculation should be performed.
- If they answer Yes, the student is providing written confirmation of their intent to return, and a return of funds calculation will not be done at that time.
- If a student confirms his or her intent to return to a later module in the payment period and does not actually return, the R2T4 will be calculated using the actual date the student stopped attending or the date the module was dropped.

The following three questions may be used to determine whether a student in a program offered in modules is a withdrawal and if the Return of Title IV Funds requirements apply:

Question 1: After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.

Question 2: When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.

Question 3: Did the student confirm attendance in a module beginning later in the period (this must be no later than 45 calendar days after the end of the module the student ceased attending)? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.
These rules may impact a student if they enrolled in modules and withdraw from one or more modules in the term, even if you have already completed some credits. The calculation to determine the percentage completed is now based on the calendar days scheduled to be completed prior to withdrawing REGARDLESS of any courses completed that are less than the length of the term. The percentage of completion will depend greatly on the timing of when you drop the courses which may determine whether this will be considered a withdrawal or require a recalculation of your awards.

For example, you enroll in three modules for a total of 12 credits.

- You complete module one for four credits but drop the other two modules prior to the census date of the term and do not return. No return of funds calculation is required; your Pell Grant funds would need to be adjusted to less than half-time; no Direct Loan funds could be received after dropping below half-time, and the cost of attendance (COA) will be recalculated to exclude periods of non-attendance, so your financial aid previously awarded may be reduced and you would need to return those funds.

- You withdraw at five weeks before completing the first module and will not return for a later module. A return of funds calculation is required using the total days in all three modules for the calculation.

THE FIGURES BELOW ARE PROVIDED AS AN EXAMPLE ONLY:

**Disclaimer:** The Return of Title IV funds calculation is very complicated and very individualized. This example is provided to help you visualize what the policy is saying, but it is not practical for you to calculate your own repayment amounts.

**Example:**

For the Fall term, you received a Pell Grant of $950 and a Subsidized Direct Loan of $2,250 (the net amount of the loan). The amount of your student fees and health insurance were $3,594. You withdrew on September 23, the 33rd day of the term.

Based on the above information, a Return of Title IV calculation is performed which determines if any of your financial aid is to be returned to the federal government. The calculation determined that 30.6% or $979 of the total aid awarded was earned and $2,221 is unearned. Boise State University is responsible for returning 69.4% or $2,494 of the fees. The lesser of the unearned aid or the fees to be returned must be returned by Boise State University to the federal government. Boise State University automatically adjusts your financial aid award by reducing the award in the order specified by federal regulations, which in this example, is the subsidized loan, and returns the $2,221 to the Direct Lender. In doing so, you will see a balance due on your Boise State University student account in the amount of $2,221 and you will be responsible for reimbursing this amount to Boise State University. You may make payment arrangements with the Boise State University Account Maintenance Office, Administration Building Room 101. When direct loan funds are reduced due to the R2T4 calculation and returned to Direct Lender, the lender will reduce your total loan balance accordingly.
### Comparison 1: Assume that all classes are full term (NO modules) and aid has disbursed

<table>
<thead>
<tr>
<th></th>
<th>Complete Withdrawal - Dropping ALL Classes</th>
<th>Dropping SOME but not all Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Day 1 - 10</td>
<td>Day 11 - 60% of semester</td>
</tr>
<tr>
<td>Return of Title IV Calculation</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>May owe back DL Loan money to</td>
<td>Yes - everything</td>
<td>Yes</td>
</tr>
<tr>
<td>Boise State/ED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May owe back Perkins Loan</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Existing loans go into</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>repayment or grace period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible to continue in work-study job</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May negatively impact future</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>SAP eligibility</td>
<td></td>
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</table>

### Comparison 2: Assume that student drops a class/workshop before it started or before a “W” and aid disbursed.

<table>
<thead>
<tr>
<th></th>
<th>Dropping some but not ALL classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class Day 1 - 10</td>
</tr>
<tr>
<td>Return of Title IV Calculation</td>
<td>No</td>
</tr>
<tr>
<td>May owe back Loan money to Boise State/ED</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>YES, if &lt;12 credits³</td>
</tr>
<tr>
<td>May owe back Pell Grant money to Boise State/ED</td>
<td>Yes, if &lt;12 credits³</td>
</tr>
<tr>
<td></td>
<td>No - if student has ≥6 credits³</td>
</tr>
<tr>
<td></td>
<td>Yes - if student has &lt;6 credits³</td>
</tr>
<tr>
<td>May negatively impact future</td>
<td>No</td>
</tr>
<tr>
<td>SAP eligibility³</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1 Refers to “financial aid eligible” credits: 5 credits is considered half time for graduate students
2 And assuming student passes remaining classes
3 Classes shorter than one semester may receive a W. Check official calendar for deadlines
Comparison 3: Determining if student is completely withdrawing from a module

**Question 1:** After beginning attendance in the period of enrollment, did the student cease to attend or fail to begin attendance in a course student was scheduled to attend?
- No... this is not a complete withdrawal
- Yes... go to question 2

**Question 2:** When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses?
- Yes... this is not a complete withdrawal
- No... go to question 3

**Question 3:** Did the student confirm attendance in a module beginning later in the period (must be no later than 45 calendar days after the end of the module the student ceased attending)?
- Yes... this is not a complete withdrawal
- No... this is a withdrawal and the Return of Title IV Funds requirements apply