Dropping or Withdrawing While Receiving Financial Aid

Financial aid is awarded to you under the assumption that you will attend school for the entire semester for which you receive funding. The Department of Education mandates that when you drop, audit, withdraw, or stop attending your classes without officially withdrawing (unofficially withdraw), you may keep only the financial aid that you have earned up to the time you drop, audit, withdraw, or stop attending your classes. Any unearned aid must be returned to the Department of Education regardless of the reason for dropping, auditing, withdrawing, or unofficially withdrawing. Each and every time your financial aid is returned to the Department of Education, you will be required to repay Utah Valley University's Cashiers Office the aid that was returned.

DEFINITIONS

Dropping
When you drop one or more of your classes before the "Last Day for 100% Refund (any refund)" and "Last Day to Drop and Not Show on Transcript" as listed on the Student Timetable (these are the same date). As noted on the Student Timetable, after this date, you will receive a W grade on your transcript. A W grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office.

Withdrawing
When you withdraw from a class or classes after the "Last Day for 100% Refund (any refund)" and "Last Day to Drop and Not Show on Transcript" as listed on the Student Timetable. As noted on the Student Timetable, after this date you will receive a W grade on your transcript. A W grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office. You will not receive a tuition refund if you withdraw after this date. You will be responsible for the tuition and fees associated with the class or classes.

Withdrawing By Exception
When you withdraw from a class or classes by exception through your academic advisor, after the "Last Day to Withdraw/Audit Classes" as listed on the Student Timetable. You will receive a W grade on your transcript. A W grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office. You will not receive a tuition refund if you withdraw after this date. You will be responsible for the tuition and fees associated with the class or classes.

Unofficial Withdrawal
When you fail to begin a class or classes or stop attending a class or classes without officially withdrawing. You will receive a UW and you will be required to repay the financial aid you received for the class or classes unless your instructor reports a last date of attendance when the grade is entered for your class. A UW grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office and your Academic Standing at Utah Valley University.

Failing a Class
Your instructor will assign an E grade if you have finished the class but have failed to achieve a grade above an E, according to the Utah Valley University class grading scale. An E grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office and your Academic Standing at Utah Valley University.

Auditing a Class
When you enroll in a class, but do not enroll for the purpose of earning credit or a grade in that class. Tuition and fees for audited classes are assessed on the same basis as for credited classes. For financial aid purposes, audited classes are considered the same as withdrawn classes and you cannot receive financial aid for an audited class.

Census Date
For financial aid purposes, the final day to add and drop a class, including second block classes. This date coincides with the "Last Day to Add Classes" under the Full Semester Classes date on the Student Timetable and is called the "Last Day to Adjust Class Schedule for Financial Assistance Purposes." If you add a class after this date, you will not receive grants to help pay for the added class.

Return of Title IV
When you drop or withdraw officially or unofficially from all of your classes, a Return of Title IV calculation must take place to determine the amount of aid you have earned. When enrolled in block classes, you may complete a class and still have a Return of Title IV calculation, if you drop, audit, or withdraw from a class that begins after the class you have completed (see the FIRST BLOCK, SECOND BLOCK, OR WEEKEND CLASSES section of this document).

Withdrawal Date
The date you officially withdraw from your class or classes or if you unofficially withdraw, the last date of attendance reported by your instructor.

60% Point
When you remain enrolled in and attend more than 60% of the semester or block in which you received aid, you are considered to have earned all of your financial aid and you will not be required to return your funds to the Department of Education. You must officially withdraw from all of your classes after the 60% point and submit a completed Documentation of Attendance Form to the Financial Aid and Scholarships Office within twenty calendar days of the date you withdraw. If you are enrolled in any combination of full semester, first block, second block, weekend, etc. classes, the 60% point is generally the 60% point of the full semester.

Documentation of Attendance
The Department of Education requires that you must begin attendance in all of the classes for which you receive financial aid. When you drop, audit, or withdraw, you must prove you began attending your classes. An instructor’s signature on the form for each class you attended will be considered proof that you began attending. Completion of the form may reduce the amount of financial aid you will be required to repay. Your completed form must be submitted to our office within twenty calendar days of the date you drop, audit, or withdraw from each class, or you will be required to repay all of the funds you received for that class. If you do not provide the form within twenty calendar days of your withdrawal, Utah Valley University will return all of your financial aid to the Department of Education.

Student Timetable
You should be aware of all Utah Valley University deadlines found on the Student Timetable located at www.uvu.edu/schedule. If your class does not start on a date listed on the Student Timetable, please contact the department responsible for the class or the Office of the Registrar for your deadline dates.

Refund Petitions
Students who have extenuating circumstances or a medical emergency that prohibits attendance at school, may petition for exceptions to the refund policy, through the Office of the Registrar, room BA 113. The class or classes must be withdrawn before an exception form is submitted. The Registrar will evaluate the circumstances of each individual case to determine if a refund is warranted. For more information please contact One Stop or the Office of the Registrar.
YOUR SPECIFIC CLASS INFORMATION

<table>
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<tr>
<th>You Are Enrolled In*</th>
<th>Date Classes Begin</th>
<th>Last Day for 100% Tuition Refund And to Drop With No W Grade</th>
<th>Census Date</th>
<th>Last Day to Withdraw With W Without Department Approval</th>
<th>60% Point</th>
<th>Days In Term</th>
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*If your class does not start on a date listed on the Student Timetable, please contact the department responsible for the class or the Office of the Registrar for your deadline dates.

IMPACT OF DROPPING, AUDITING, OR WITHDRAWING

Dropping or Auditing Before the Semester Begins
If you drop or audit a class, you are not eligible for the Pell Grant you received for the dropped or audited class. If you drop or audit all of your classes, you are not eligible for any financial aid (Pell Grant, loans, work study, etc.). Any financial aid you have received, for which you are not eligible, will be returned to the Department of Education. You will be required to repay to Utah Valley University’s Cashiers Office the aid that was returned.

Dropping, Auditing, and Withdrawing From a Class After the Semester Begins but Before the Census Date
All of the Pell Grant funds you received for that class will be returned to the Department of Education. You will be required to repay to Utah Valley University’s Cashiers Office the aid that was returned. As notated on the Student Timetable, after the “Last Day for 100% Refund (any refund)” and “Last Day to Drop and Not Show on Transcript”, you will not receive a tuition refund and will be responsible for the tuition and fees associated with the class from which you are dropping, auditing, or withdrawing.

Dropping, Auditing, or Withdrawing From A Class After the Census Date
All of the Pell Grant funds you received for that class will be returned to the Department of Education unless you provide the completed Documentation of Attendance Form to our office within twenty calendar days of the date you drop, audit, or withdraw. You will be required to repay to Utah Valley University’s Cashiers Office the portion of the aid that was returned. As notated on the Student Timetable, after the “Last Day for 100% Refund (any refund)” and “Last Day to Drop and Not Show on Transcript”, you will not receive a tuition refund and will be responsible for the tuition and fees associated with the class from which you are dropping, auditing, or withdrawing.

Dropping, Auditing, or Withdrawing From All Classes After the Semester Begins
When you drop, audit, or withdraw from all of your classes, the Financial Aid and Scholarships Office will be required to return a portion or all of your financial aid to the Department of Education. You will be required to repay to Utah Valley University’s Cashiers Office the portion of the aid that was returned.

To repay only a portion of your aid: Submit the completed Documentation of Attendance Form for all classes within twenty calendar days of the date you drop, audit, or withdraw.

To repay all of your aid: Do not submit the completed Documentation of Attendance Form for all classes within twenty calendar days of the date you drop, audit, or withdraw.

As notated on the Student Timetable, after the “Last Day for 100% Refund (any refund)” and “Last Day to Drop and Not Show on Transcript”, you will not receive a tuition refund and will be responsible for the tuition and fees associated with the class from which you are dropping, auditing, or withdrawing.

If you are considering dropping, auditing, or withdrawing from all classes, you have four options.

1. Drop, audit, or withdraw from all of your classes and repay all of the financial aid you have received for the semester.
2. Drop, audit, or withdraw from all of your classes, submit the completed Documentation of Attendance Form within twenty calendar days of dropping, auditing, or withdrawing from your classes, and have a Return of Title IV calculation completed, which may lower the amount you will need to repay.
3. Stay enrolled in (not auditing), continue to attend, and complete at least one class. Submit the completed Documentation of Attendance Form for all dropped, audited, or withdrawn classes within twenty calendar days of the date you drop, audit, or withdraw. You must complete the remaining class or classes in which you stay enrolled, or you will be required to repay all of your financial aid. If the remaining class or classes in which you stay enrolled are second block classes, you must submit a signed letter affirming your intent to complete the second block class or classes.
4. Continue attending until after the 60% point (if you are enrolled in any combination of full semester, first block, second block, weekend, etc. classes, the 60% point is generally the 60% point of the full semester), and request to withdraw by exception (meet with your Academic Advisor and complete the Withdrawal Exception Form). If your Academic Advisor/Department allows you to withdraw by exception (this option may not be permitted for all students), in addition to the Withdrawal Exception Form, you must submit a completed Documentation of Attendance Form for all dropped, audited, or withdrawn classes within twenty calendar days of the date you drop, audit, or withdraw. This option may result in you not being required to repay any funds.
**IMPACT WHEN YOU RECEIVE A UW OR AN E GRADE**

If You Receive a UW (Unofficial Withdrawal) in a Class

All of the funds you received for that class will be returned to the Department of Education unless your instructor reports that you began attending the class when they enter the UW on your student transcript. A UW could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office and your Academic Standing at Utah Valley University.

If You Receive a UW (Unofficial Withdrawal) in all of Your Classes

All of the funds you received for that class will be returned to the Department of Education unless your instructor reports that you began attending the class when they enter the UW on your student transcript. If your instructors report that you began attending, a portion of your financial aid (determined by the Return of Title IV calculation) will be returned to the Department of Education. A UW grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office and your Academic Standing at Utah Valley University.

If You Receive an E (Failing Grade) in a Class

If you receive an E grade, you are not considered to have withdrawn and funds will not be returned to the Department of Education; however, an E grade could impact your Satisfactory Academic Progress with the Financial Aid and Scholarships Office and your Academic Standing at Utah Valley University.

**IMPACT ON FIRST BLOCK, SECOND BLOCK, OR WEEKEND CLASSES**

If you are enrolled in first block, second block, other blocks not listed on the current Student Timetable (if your class does not start on a date listed on the Student Timetable, please contact the department responsible for the class or the Office of the Registrar for your deadline dates), or weekend classes and drop a class, audit, or withdraw (officially or unofficially) either before or after the class begins, determining the amount of funds you will be required to repay becomes more complicated. The amount of funds you will be required to repay is affected by other factors such as your intention to enroll in future blocks in the current semester, or withdraw from a block class. If you are enrolled in first block and a second block class and want to drop or withdraw from the first block class, you will be required to repay the funds you received for the first block class. To avoid this you may either stay enrolled in your second block class and receive a passing grade, or withdraw from your second block class prior to the last day of your first block class, and receive a passing grade in your first block class. In this situation you will be required to repay the funds you received for your first block class, but will not be required to repay a percentage of your first block class.

Keep in mind you will owe money back if you withdraw. Some examples:

- **You are enrolled in a first block and a second block class and want to drop or withdraw from the second block class prior to the start date of the second block class.** You may be required to repay the funds you received for that class and a percentage of the funds you received for your first block class. To avoid this you may either stay enrolled in your second block class and receive a passing grade, or withdraw from your second block class prior to the last day of your first block class, and receive a passing grade in your first block class. In this situation you will be required to repay the funds you received for your second block class, but will not be required to repay a percentage of your first block class.

- **You are enrolled in a first block and a second block class and want to drop or withdraw from the second block class after the start date of the second block class.** If you cannot prove you began attending the second block class (by submitting the completed Documentation of Attendance Form), the consequences will be the same as in the above example. If you can prove you began attending the second block class (by submitting the completed Documentation of Attendance Form), you will be required to repay a percentage of the funds you received for the second block class. To avoid this you may either stay enrolled in your second block class and receive a passing grade, or withdraw by exception with department approval from your second block class after the 60% date for the full semester (not the second block).

- **You are enrolled in a first block and a second block class and want to drop or withdraw from the first block class after the start date of the first block class.** If you cannot prove you began attending the first block class (by submitting the completed Documentation of Attendance Form), you will be required to repay the funds you received for that class. You will also be required to repay the funds you received for the second block class, if you do not submit a signed letter affirming your intent to complete the second block class. If you can prove you began attending the first block class (by submitting the completed Documentation of Attendance Form), and you do not submit a signed letter affirming your intent to complete the second block class, you will be required to repay a percentage of the funds you received for the first block class, and you will be required to repay the funds you received for the second block class.

- **You are enrolled in a combination of full semester and block classes and want to withdraw from a block class or classes.** If you pass your full semester and block classes and drop or withdraw from a block class, you must prove you began attending the block class (by submitting the completed Documentation of Attendance Form), or you will be required to repay the funds you received for that block class.

**IMPACT ON SATISFACTORY ACADEMIC PROGRESS AND COST OF ATTENDANCE**

**Impact on Satisfactory Academic Progress**

An undergraduate student must have a cumulative GPA of a 2.0, complete 67% of all credits attempted, and attempt no more than 150% of the required credit hours for their degree program (approximately 90 credit hours for an Associate’s Degree or 180 credit hours for a Bachelor’s Degree).

A graduate student must have a cumulative GPA of a 3.0, complete 80% of all credits attempted, and attempt no more than 45 credit hours in their degree program. The letter grades I, E, W, UW, AU, and NC are not considered completed grades. They are considered attempted hours.

**Impact on Your Cost of Attendance**

If you are attending less than half-time, an adjustment will be made to your cost of attendance. This will result in a portion or all of your loan funds being returned to the Department of Education. You will be required to repay to Utah Valley University’s Cashiers Office the portion of the aid that was returned.
YOUR RETURN OF TITLE IV CALCULATION

When you drop, audit, withdraw, or unofficially withdraw from all classes, a Return of Title IV calculation must take place to determine the amount of aid you have earned. The higher number of days you have completed, the lower the amount of financial aid that must be returned. If you have completed more than 60% of the semester, have officially withdrawn, and have submitted a completed Documentation of Attendance form within twenty calendar days of the date you drop, audit, or withdraw, you are allowed to keep all of the aid you have received.

When you drop, audit, or withdraw from all classes prior to completing more than 60% of the semester or stop attending your classes without officially withdrawing and receive an unofficial withdrawal (UW), a portion of the Title IV financial aid you received (excluding work study) is considered to be an overpayment and must be returned to the Department of Education. While work study earnings are excluded from this calculation, if you drop, audit, or withdraw from all classes you may not continue to be employed under the work study program.

This is a simplified version of a complex federal calculation. The amount you would be required to repay may be different; however, this should allow you to make an informed decision about your financial obligations if you choose to withdraw.

1. Determine the number of days in the semester you were enrolled in before you withdrew, began the process of withdrawing by submitting your Leave of Absence, or stopped attending.
2. Determine the total number of days in the semester. This includes all days within the semester except for scheduled breaks of five or more consecutive days.
3. Divide 1 by 2. This is the percentage of your financial aid that you have earned. You will be required to repay the unearned percentage.

Example:

(Dates and amounts are examples only and do not reflect UVU’s academic calendar, institutional charges, or financial aid awards.) You withdraw on the 30th day of class in a 114 day semester. You complete and submit the Documentation of Attendance Form to our office within twenty calendar days of your withdrawal. You were awarded and received the following federal financial aid: $2,450 Pell Grant, $2,500 Unsubsidized Direct Loan, and $2,750 Subsidized Direct Loan for a total of $7,700.

You "earned" 26.3% (30 days completed ÷ 114 days of the semester) of the financial aid you received. UVU is required to return the unearned aid which is 73.7% (100% – 26.3%) to the Department of Education. You will be required to repay the unearned amount to UVU. In this example, the amount you would be required to repay is: $5,674.90 (73.7% x $7,700). In this example, if you did not provide Documentation of Attendance, you would be required to repay the full amount of aid you received which would be $7,700.

Your calculation:

This is a simplified version of a complex federal calculation. Each student’s situation is different. This is only a rough estimate of what you might be required to repay if you drop, audit, withdraw or stop attending. You must submit the Documentation of Attendance Form within twenty calendar days of the date you drop, audit, withdraw, or withdraw. If you do not submit the form, you will be required to repay all of your financial aid.

\[
\text{Number of calendar days you have completed in the semester: } \text{________________________ days} + (\text{divided by})
\[
\text{Total number of days in the semester: } \text{________________________ days} = (\text{equals})
\[
\text{This is the percentage of your financial aid that you have earned: } \text{________________________} \%
\[
100\% - \text{________________________} \% \text{ of financial aid you have earned} = \text{________________________} \% \text{ of unearned financial aid or the } \% \text{ you will be required to repay.}
\[
\text{Amount of financial aid disbursed to you this semester: } \text{________________________}
\[
\text{Amount of financial aid disbursed to you } \$ \text{________________________ x } \text{________________________ unearned } = \text{________________________ approximate amount you will need to repay.}
\]

TO BE COMPLETED BY THE STUDENT

Completing documents with the Financial Aid and Scholarships Office does not drop or withdraw you from any classes. You must drop your class or complete the withdrawal process. To drop or withdraw from a class you must drop the class through your UVLink account. To drop or withdraw from all classes you must complete the Leave of Absence through your UVLink account, or meet with your academic advisor to complete the Withdrawal Exception Form.

Select the Option That Applies to Your Situation:

- I have completed my Leave of Absence and have dropped or withdrawn from all of my classes. I understand I will be responsible for repaying either all or the unearned portion of my aid. I understand I must submit the Documentation of Attendance Form within twenty calendar days of the date I have dropped or withdrawn or I will be required to repay all of my financial aid.
- I have completed my Leave of Absence, but would not like to drop or withdraw from all of my classes. I am asking the Financial Aid and Scholarships Office to cancel my Leave of Absence. I will officially drop or withdraw from any classes I do not wish to attend and will submit a completed Documentation of Attendance Form to the Financial Aid and Scholarships Office within twenty calendar days for each class from which I choose to drop or withdraw. I understand I will be responsible for repaying the unearned portion of my aid. I also understand that if I stop attending or audit any classes I remain enrolled in, I will be responsible for repaying either all or the unearned portion of my aid.
- I am dropping, auditing, or withdrawing from a class or classes, but will remain enrolled in a class or classes. I understand I must submit a completed Documentation of Attendance Form to the Financial Aid and Scholarships Office within twenty calendar days for each class I choose to drop, audit, or withdraw from, or I will be required to repay my aid for those classes. I also understand that if I drop, audit, withdraw from, or stop attending any classes I remain enrolled in, I will be responsible for repaying either all or the unearned portion of my aid. If I have begun the Leave of Absence process, I understand that my classes will automatically be withdrawn within three calendar days of the day I began the Leave of Absence process, unless I contact a Financial Aid and Scholarships Office employee within three calendar days of beginning the Leave of Absence process, and ask to have my Leave of Absence cancelled.
- I have not decided if I will drop or withdraw from classes, but I understand I will be responsible for repaying either all or the unearned portion of my aid if I choose to drop or withdraw. I also understand that if I stop attending, I will be responsible for repaying either all or the unearned portion of my aid. I understand it is my responsibility to drop or withdraw my class, complete the Leave of Absence, or meet with my academic advisor to complete the Withdrawal Exception Form. I also understand that I must submit the Documentation of Attendance Form to the Financial Aid and Scholarships Office within twenty calendar days for each class I choose to drop or withdraw from, or I will be required to repay all of my financial aid. If I have begun the Leave of Absence process, I understand that my classes will automatically be withdrawn within three calendar days of the day I began the Leave of Absence process, unless I contact a Financial Aid and Scholarships Office employee within three calendar days of beginning the Leave of Absence process, and ask to have my Leave of Absence cancelled.

Student Signature:  _________________________________________________________________________________________________ Date:  _________________________________

Initials of employee:  Date:  □  ROAUSDF updated (47-51) with date form was completed with student  □  RHACOMM