Withdrawal Procedure

During the Drop/Add Period:

- Students have the first five class days to drop classes with no financial obligation for classes that are longer than three weeks in length. This is done by contacting the ICC Student Services (Records) Office. For classes that are less than three weeks in length, students have one class day to attend without obligation. If financial aid has already been disbursed, the student may owe a repayment of aid received.

After the Drop/Add Period:

- After the add/drop period is over as detailed above, any student who wishes to “officially withdraw” from one class or totally withdraw from all classes must contact the Student Services (Records) Office or an academic advisor/counselor. Students will receive a grade of “W” for these courses if they withdraw on or before 80% of the course(s) is/are completed. Exact 80% calculation date (last day to withdraw) for each class is listed in E-services under the general and student online course schedule. Students who are withdrawing from all classes must complete a Total Withdrawal Form. This form is used to document the date the total withdrawal process was started as well as the last date of attendance or academic related activity (whichever is later) reported by instructors in each class. Students who cannot physically appear in the Student Services (Records) Office or to one of the academic advisors/counselors to totally withdraw can notify the Student Services (Records) Office or academic advisor/counselor by phone, e-mail or U.S. mail. Contact with any other college office or employee will not be considered an official withdrawal.

Any student who stops attending and does not officially withdraw will be considered an “unofficial withdrawal”. Unofficial withdrawals will receive no refund of tuition or fees paid. Return of Federal/State/Institutional Financial Aid policies will apply as described below.

Note: If a student registers for one or more classes and never attends, the student’s status for financial aid must be recalculated and the student could owe a repayment of some or all financial aid. This applies to federal, state, institutionally managed, and outside financial aid programs.

Students should meet with their academic advisor/counselor and/or financial aid staff prior to withdrawing from any class(es) to determine what effect the withdrawal may have on academic coursework completion standards as well as current and future financial aid eligibility. See ICC’s “Satisfactory Academic Progress” Policy for more information on academic and financial aid eligibility requirements.

Refunds for Total Withdrawal

A refund of tuition and mandatory fees shall be provided to a student who officially withdraws from all classes according to the following schedule:

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st – 5th business day</th>
<th>6th – 10th business day</th>
<th>11th – 15th business day</th>
<th>16th – 20th business day</th>
<th>After 20th business day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Semester</td>
<td>100% refund</td>
<td>75% refund</td>
<td>50% refund</td>
<td>25% refund</td>
<td>No refund</td>
</tr>
<tr>
<td>Second Summer Session</td>
<td>100% refund</td>
<td>50% refund</td>
<td>No refund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Terms Less than 3 weeks in Length (e.g. First Summer Session, Home Health Aide)</td>
<td>100% refund</td>
<td>50% refund</td>
<td>No refund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Return of Federal/State/Institutional Financial Aid

Title IV (federal aid) funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Federal regulations require that financial aid recipients return a portion of their federal financial aid if they totally withdraw (officially or unofficially) from all classes and instructors report a last date of attendance or academic related activity on or before 60% of the term has been completed. Withdrawal on or before the 60% point means that a student has not earned all of the aid they were paid. The amount of “unearned aid” is calculated according to this formula:

\[
\frac{\text{Days remaining in term}}{\text{Total days in term}} = \text{Unearned federal aid}
\]

If this (days/total days) percentage is less than 40%, no return of federal funds is needed. This Return to Title IV (R2T4) policy applies to the following federal programs to which funds must be returned in this order: Unsubsidized Direct Loans, Subsidized Direct Loans, Perkins Loans, PLUS Loans, Pell Grants, SEOG Grants. The college may have an obligation to return federal/state/outside funds that were credited to the student’s account. If this happens, Itasca Community College will pay back funds to the required program(s) on the student’s behalf. The student will then owe a balance to the college. In addition, the student may be required to return federal/state/outside funds given to them as cash payments. The ICC Student Services Office will calculate within 30 days and return unearned financial aid funds no later than 45 days after determining that a student totally withdrew from classes. Any loan funding a student is allowed to keep as a result of the withdrawal must be repaid to the lender under the terms and conditions of the promissory note. Examples of Return to Title IV (R2T4) calculations are available in the Student Services Office upon request.

A student who has earned more aid than what was disbursed prior to withdrawal could be due a post-withdrawal disbursement. ICC will automatically credit post-withdrawal disbursements of grant funds to the student’s ICC student account to pay for unpaid, current year institutional charges. If there are no unpaid charges remaining, ICC will offer any remaining portion of the post-withdrawal grant disbursement to the student via direct deposit or paper check. If a post-withdrawal disbursement of loan funds is due, ICC must contact the student for written permission prior to crediting the student’s account with loan funds. The student has 14 days to respond to the request. If no response is received within the timeframe, no post-withdrawal disbursement of loans funds will be made. An eligible student who withdraws from Itasca Community College prior to completing his/her financial aid file should contact the Financial Aid Office to determine if he/she would qualify for a post-withdrawal disbursement of aid funds once his/her financial aid file is complete.

If students owe a balance to the college for unpaid tuition/fee charges or for federal/state/outside funds received as cash payments, they must contact the Business Office immediately to discuss repayment after receiving a repayment notice indicating that aid has been returned and that payment is due. Unpaid accounts are turned over to the Minnesota Department of Revenue Collection Department if left unpaid after 120 days. Significant late fees and collection costs will be added by the Minnesota Department of Revenue. Wage and tax return garnishments may be a means used to receive payment due by the Minnesota Department of Revenue Collections.

Students who have financial aid recaptured/returned in one semester due to official/unofficial total withdrawals, class drops, or a financial aid overaward situation will have future semester registration (if registered) cancelled if the balance owed is not paid in full. Written documentation regarding the potential for having a future semester course or courses dropped for non-payment will be sent to students via a recalled/returned aid letter notification by the ICC Business Office. Registration and academic transcript holds will also be placed on the student’s account.

If students who officially withdraw from all classes received State financial aid funding (including State Grant, Child Care Grant, SELF Loan, Safety Officer’s Survivor’s Grant, or Indian Scholarship), a portion of the unearned funds must be returned to the State if the total withdrawal took place within the first 20 business days of the semester (full semester classes). See “Refunds for Total Withdrawal” section for more information on summer and short-term classes. Unearned funds are calculated by using the MN Office of Higher Education refund calculator.

If students who officially withdraw from all classes received institutionally controlled funding (including Blandin Grants, Engineering Scholarships, ICC Foundation Scholarships, etc.), a portion of the unearned funds must be returned if the total withdrawal took place within the first 20 business days of the semester (full semester classes). Aid reduction is based on days completed. Institutional aid reduction for summer and short-term classes will vary.

- 1\textsuperscript{st} – 5\textsuperscript{th} business day = 100% of institutional aid returned
- 6\textsuperscript{th} – 10\textsuperscript{th} business day = 75% of institutional aid returned
- 11\textsuperscript{th} – 15\textsuperscript{th} business day = 50% of institutional aid returned
- 16\textsuperscript{th} – 20\textsuperscript{th} business day = 25% of institutional aid returned
- After 20\textsuperscript{th} business day = All institutional aid earned

Revised – March 2016

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

This information is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service – ann.vidovic@itascacc.edu or 218-322-2433 or 1-800-996-6422.

Complaints should be directed to: Bart Johnson
Administration Building 218-322-2438
bart.johnson@itascacc.edu

If you require an accommodation for a disability, please contact: Ann Vidovic
Backes Center 14 218-322-2433
ann.vidovic@itascacc.edu