

Itasca Community College

Withdrawals, Refund Policy, Return of Financial Aid, Leave of Absence

Withdrawal Procedure

◆ During the Drop/Add Period:

Students have the first five class days of each regular length term to drop classes with no financial obligation. This is done by contacting the ICC Records Office. (For classes that begin after the first five days, 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.) A 100% refund of tuition and fees will be given to a student who withdraws before 4:30 p.m. on the fifth day in a regular length term.

◆ After the Drop/Add Period:

After the first five class days, any student who wishes to “officially withdraw” from one class or totally withdraw from all classes must contact the Records Office or an academic counselor. Students will receive a grade of “W” for these courses if they withdraw prior to the last 10 class days in the term. Students who are withdrawing from all classes must complete a Total Withdrawal Form indicating the date of withdrawal and last date of attendance at an academic related activity. Students who cannot physically appear in the Records Office or to one of the academic counselors to totally withdraw can notify the Records Office or academic 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. Students who unofficially withdraw and who received federal financial aid will have to return 50% of their aid. Return of Federal 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 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 *totally withdraws from all classes* according to the following schedule:

1 st – 5 th business day	100% refund
6 th – 10 th business day	75% refund
11 th – 15 th business day	50% refund
16 th – 20 th business day	25% refund
After 20 th business day	No refund

Summer Session

1 st – 5 th business day	100% refund
6 th – 10 th business day	50% refund
After 10 th business day	No refund

Class Terms Less than Three Weeks in Length

1 st business day	100% refund
2 nd -3 rd business day	50% refund
After 3 rd business day	No refund

(OVER)

Return of Federal and State Financial Aid

Federal regulations require that students who are financial aid recipients return a portion of their federal financial aid if they totally withdraw from all classes or have a last date at an academic related activity on or before 60% of the term has been completed. Withdrawal 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 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 Stafford Loans, Subsidized Stafford Loans, Perkins Loans, PLUS Loans, Pell Grants, Academic Competitiveness 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, the student will 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. ICC’s Financial Aid 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 these Return to Title IV (R2T4) calculations are available upon request in the ICC Financial Aid Office.**

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 from the date of repayment notice. 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.

If students who totally withdraw from classes receive Minnesota financial aid funding (including State Grant, Child Care Grant, SELF Loan, Safety Officer’s Survivor’s Grant, Indian Scholarship, ACHIEVE Scholarship and Learn and Earn), 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). See “Refunds for Total Withdrawal” section for more information on summer and short-term classes.

Leaves of Absence

Students may contact the Records Office to apply for a leave of absence if they are forced to be absent for an extended period of time but plan to return to school once the leave is over. A student must be able to pick up in their coursework at the point he/she left off. Prior approval from instructors and the Dean of Academic Affairs is required. A student on an approved leave of absence is not considered to be withdrawn (per instructors and Dean of Academic Affairs). A student may be granted only one leave of absence, not to exceed 180 days, within a 12-month period. Multiple leaves within a 12-month period are permissible for military reasons or for circumstances covered by the Family and Medical Leave Act: 1) serious health condition of student; 2) care of a child, spouse or parent with a serious health condition; 3) childbirth, or 4) adoption of a child or fostering a child.

If a student does not return to school from an approved leave of absence, the school will determine the student’s withdrawal date to be the date the leave of absence began. Any refund/repayment obligations owed by the student will be calculated using that date.