

Institutional Withdrawal Policy

(Also applies to moving off campus during the semester)

SCALE 1:

Students who withdraw will be charged for tuition, room and board, based on the following scale:

During the first week of the semester 10%
During the second week of the semester 30%
During the third week of the semester 60%

SCALE 2

In situations involving suspension or expulsion of a student, charges for tuition, room and board will be based on the following scale:

During the first week of the semester: 20%
During the second week of the semester: 40%
During the third week of the semester: 80%

The above scale does not apply to fees. Fees are charged at 100%.
After three weeks of any semester, no adjustments to any charges will be given.

Title IV aid recipients will have their financial aid pro-rated if they withdraw within the first 60% of the semester.

Ferrum College Grant Funds Policy

Ferrum College funds (Merit Grants, FC Grants, FC Scholarship, Endowments etc.) will be prorated based on SCALE 1 as listed above. (i.e. Students will receive 10% of total Ferrum College Grant funds if they are charged 10% and withdraw in the first week).

Students who are expelled/suspended will receive institutional funds based on SCALE 1. (i.e. if a student is suspended in the first week, the student will be charged 20% and only receive 10% of their institutional funds).

Modular Calendars and Remote/Online Work

For the 2020-2021 academic year, Ferrum College has a modular calendar due to Covid-19. Each semester/payment period will have 2-7 week modules.

For students who withdraw within the first module, the student can submit written confirmation that he/she will return for module 2 of the semester/payment period. If the student submits the written confirmation and does not return for module 2, the student is considered to have withdrawn and the return of title IV policy applies.

Those students who are completely remote/online for a semester/payment period, faculty will be polled to determine the last academically related activity that the student completed. Documentation that the student logged into the class is not sufficient to demonstrate academic attendance. Academically related activities include but are not limited to:

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- Student submission of an academic assignment or exam
- Student participation in an interactive tutorial or computer assisted instruction
- Posting by the student showing participation in an online study group assigned by the institution
- Posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

Students who attend only one module will have their aid prorated based on their updated enrollment status. If they are considered less than a full-time student (less than 12 credits for the semester/payment period), adjustments to aid are required.

Return of Title IV Policy (Federal Withdrawal Policy)

When a student withdraws from coursework before 60% of the semester is completed (**regardless of the reason for withdrawal**), a Title IV refund is **required** by federal law. Title IV refund refers to all Title IV Federal funds such as Pell Grants, SEOG Grants, Iraq/Afghanistan Service Grant, TEACH Grants, Perkins Loans, Stafford Loans (Subsidized and Unsubsidized) and PLUS Loans.

For example, if a student withdraws on day 30 of a semester that is 100 days in length they essentially would be eligible for 30% of any Title IV aid received. ($30/100=30\%$). This percentage is the amount of Title IV aid "earned" by the student.

Assume that the student received an award of \$2775 Pell Grant, \$350 SEOG, \$750 Perkins and \$1742 in Subsidized Stafford Loan for a total of \$5617 in Federal funds for the semester.

Total Federal Funds	\$5617
multiplied by percentage earned 30%	
Federal Funds Earned to Date	\$1685.10

Essentially the institution would be required to refund \$3931.90 ($\$5617 - \1685.10) of the students Title IV federal aid since this portion is considered "unearned" by the student. The student would then be responsible for payment of these funds and any other outstanding balance to Ferrum College after all adjustments have been made.

Only aid that is final and disbursed is eligible to be included in the total Title IV and Ferrum Grant aid figure. (i.e. if a student fails to sign a promissory note and their Stafford Loan has not yet been disbursed, the student may no longer be eligible for those funds).

Additional Information

A student who earns a grade of "F" or "I" in all classes at the end of the semester is also subject to the Return of Title IV policy. Professors will be e-mailed to verify the last date of attendance in class and the withdrawal calculation will be completed based on the professor's certification of the last day the student attended the course.

Note: If a student withdraws before census date (end of drop period) they will lose eligibility for state aid such as the Virginia Tuition Assistance Grant (VTAG) and the College Transfer Grant.