

### ***Institutional Withdrawal Policy***

Students enrolled in an 8-week module who withdraw will be charged based on the following:

During the first week of the module	25%
During the second week of the module	50%
After the second week of the module	100%

The above scale does not apply to fees. Fees are charged at 100%.

### ***Graduate Return of Title IV Policy***

Title IV 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.

A student is considered to have withdrawn from a nonstandard term program if the student does not begin another course within a payment period or period of enrollment for more than 45 calendar days after the end of the module the student stopped attending, unless there is an approved leave of absence from the institution.

For the graduate degree program at Ferrum College, there will be 2 modules per payment period. (2-8 week modules within one semester of 16 weeks total)

For students who receive an incomplete for a course in the second module and take that course in module three, he or she is not considered to be enrolled in the course for Title IV purposes. Therefore, attendance in just that course does not count as attendance for purposes of the Return of Title IV Funds requirements

For the student not to be considered a withdrawal for Title IV purposes, the student must have either: (1) submitted written confirmation of future attendance in a Title IV eligible course later in the semester; or (2) have an approved leave of absence. A LOA may not exceed 180 days in a 12-month period.

If the student subsequently returns and begins attending a Title IV eligible course later in the period, the student's Return of Title IV Funds calculation would be undone in accordance with 34 CFR 668.22(a)(2)(iii).

If the student doesn't return after the scheduled LOA, the withdrawal date will be counted as the student's last day of attendance.

Documenting attendance when students are enrolled in distance education courses

Simply logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

Students may document attendance by the following examples:

- student submission of an academic assignment
- student submission of an exam

- documented student participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing the student's participation in an online study group that is assigned by the institution
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- an e-mail from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course

*Withdrawals from programs offered in modules*

A student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment.

In addition, a student is considered to have withdrawn from the program if the student is not scheduled to begin another course within the payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending, unless the student is on an approved leave of absence.

If written confirmation of future attendance is obtained but the student does not return as scheduled, the student is considered to have withdrawn from the payment period or period of enrollment.

Unless a student provides written confirmation of future attendance in the payment period or period of enrollment, a student who drops all the future classes that he or she was scheduled to attend between modules (when the student is not attending classes) is considered to have withdrawn, and a Return of Title IV Funds calculation is required. Adjustment to a student's enrollment status made after a student has ceased attendance have no bearing on the Return of Title IV Funds requirements.

Therefore, if a student who is scheduled to attend all three modules in a payment period or period of enrollment drops all future classes (the two remaining modules) during the period between the first and second module (when the student is not attending any classes), the days in modules two and three are included in the total number of calendar days in the payment period or period of enrollment. The days in the remaining modules are included whether the student ceased attendance during or completed the first module. The days in the remaining modules are included in the number of days in the payment period or period of enrollment whether the student's future enrollment is cancelled by the student or by the school (for example, because the school cancels the class or drops the student from the class because the school determines that the student's grades in prior classes do not allow the student to progress to the next class).

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 (Federal Direct Unsubsidized Stafford Loans) 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 \$7380 in Federal Direct Unsubsidized Stafford Loan for the semester.

Total Federal Funds	\$7,380
multiplied by percentage earned	30%
Federal Funds Earned to Date	\$2,214

Essentially the institution would be required to refund \$5,166 (\$7,380 - \$2,214) 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 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).