Windward Community College Financial Aid Office

Return of Title IV Funds Policy

Financial aid recipients considering withdrawal from school are advised to contact the WCC Financial Aid Office prior to withdrawal.

The Higher Education Amendment of 1998 requires schools to implement The Return of Title IV Refund Funds policy when a Title IV aid recipient completely withdraws from school. A Title IV aid recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal PLUS loan funds). Students who receive Title IV (federal) aid at Windward Community College (WCC) and completely withdraw or cease attendance in their class(es) may be subject to repaying a portion or all of the Title IV aid they were awarded.

Title IV funds are awarded to students with the assumption that he/she will attend school for the entire enrollment/payment period. If a student receiving federal aid assistance completely withdraws from school or ceases to attend classes up through the 60% point of the semester (as calculated by calendar days), the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

The withdrawal date is used to determine the point in time that the student withdrew or ceased to attend so that the percentage of the enrollment/payment period completed can be determined. A student’s withdrawal date will vary depending on the type of withdrawal. If a student officially withdraws, the date the institution would use would be the day the student started the withdrawal process or notifies their intent to withdraw whichever is earlier. If a student does not notify the institution that he/she has stopped attending class(es), the date that the student withdrew would be the date the institution became aware that the student ceased to attend class(es). This date is based on the instructor(s) certifying the students last date in a class related activity. The percentage of Title IV aid earned is equal to the percentage of the enrollment/payment period the student completed.

In cases in which funds must be returned, the school will reimburse the Title IV programs via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. In such cases, the Financial Aid Office will send the student a repayment letter which details the amount that must be repaid, the federal aid program that must be repaid, and the date in which the repayment is due. The order (aid program) in which the repayment will be applied is as follows: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG Grant, and other Title IV Grant Programs.

Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Furthermore, a financial obligation will be placed on the student’s account by the institution, which will prohibit the student from registering in the future semesters, receiving academic transcripts, or receiving any additional federal aid funds.

In some cases, a student may be eligible to receive a “post-withdrawal” disbursement after the student completely withdraws from school when the amount of aid earned is less than the amount of aid disbursed. In such cases, the Financial Aid Office will notify the student of the “post-withdrawal” disbursement via an award letter.

Procedures for Officially Withdrawing from WCC

Complete a Change of Registration Form with the WCC Admissions and Records Office located in Hale Akaka’I Room 112. Their phone number is (808) 235-7112.