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## Withdrawal Policy and Procedures

*If you withdraw from the University, keep the following points in mind:*

1. To officially withdraw, undergraduate and graduate students should contact the Registrar's Office and Student Financial Services Office. If you leave the University and do not formally withdraw, you will be assigned a grade of "F" (failure).
2. Withdrawal does not eliminate your financial obligation to the University. You are still responsible for any charges owed to the University at the time you withdraw, based on the University's tuition and housing refund policies.
3. There are specific federal, state, and University withdrawal policies regarding tuition and fees, housing charges, refunds to financial aid programs and repayment resulting from withdrawal.
4. When withdrawing, there are three situations which may require an immediate repayment of financial aid funds:
  - a. If your University charges are reduced as a result of withdrawal, and it creates a credit balance on your student account, these funds may be used to repay the financial aid programs. This will depend on the amount of your financial aid and the date of your withdrawal.
  - b. If you withdrew a credit balance from your student account to use for living expenses, you may have to repay financial aid funds which are in excess of an amount determined to be reasonable for the length of your enrollment.
  - c. If you withdraw during free add/drop, you are not eligible to receive any financial aid for that term, and any credit balance you withdrew from your student account must be repaid.
5. Information regarding the federal regulations for calculating refunds and repayments, and the order of programs to which we restore aid, is available at the time of withdrawal or upon request.
6. If you were eligible to receive a Federal Pell Grant while enrolled in school, your Federal Pell Grant may cover educational costs incurred prior to withdrawal, which could include housing costs, tuition and fees, and reasonable living expenses.
7. Financial aid is for enrolled students only. Federal Stafford Loans, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, State Student Incentive Grant, and Texas State Grants cannot be disbursed after your withdrawal. Work-Study money earned prior to withdrawal will be paid. Students may not work on Work-Study after withdrawing from the University.

8. Students who receive financial aid and withdraw multiple times will be placed on financial aid suspension.

## **RETURN TO TITLE IV POLICY (R2T4)**

### **Repayment of Unearned Federal Financial Aid**

If you withdraw from school prior to completing over 60% of a term, you may be required to repay a portion of the federal financial aid that you received for that term. A pro rata schedule is used to determine the amount of federal student aid funds you will have earned at the time of withdrawal. Federal aid includes Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

*We recommend that you try to complete one class, if possible, to avoid any financial hardship imposed by this regulation. However, if you have to withdraw, it is important that you understand your financial obligations.*

### **How much will I have to repay when I withdraw from school?**

The amount of repayment depends upon the number of days that you attend school in the term, the type of financial aid that you received, and whether or not Prairie View A&M University (PVAMU) refunds your tuition and fees. The portion of the term that you do not attend represents the portion of aid that is determined to be *unearned*. If you are receiving loans only and PVAMU refunds the full amount of your tuition and fees, you will only be required to repay your loans in accordance with the regular repayment schedule. All other students who withdraw prior to completing over 60% of a term must repay a portion of their federal financial aid.

### **When will I have earned 100% of my federal financial aid?**

If you initiate withdrawal procedures after completing over 60% of the enrollment term, you will have earned 100% of your federal financial aid for that term and no repayment is required. The following examples refer to students who are enrolled in at least one course that meets the full length of the standard term. For 2009-2010, you will have earned 100% of your federal aid if you withdraw on or after: July 11, 2009 for Summer 2009; November 1, 2009 for Fall 2009; April 1, 2010 for Spring 2010. If you are only enrolled in courses that are shorter than the full length of the standard term, the date that you have earned 100% of your federal aid will vary.

**When does the PVAMU Treasury Services Office refund tuition and fees?**

If you withdraw from PVAMU prior to the drop/add deadline for a term, then a full tuition refund will automatically be processed for you. Contact the University Cashiers at 936-261-5200.

**How is the amount of the federal aid repayment calculated?**

- 1) Earned federal financial aid is prorated according to the percentage of the semester completed. The amount of *unearned federal aid* is the total amount of federal aid less the portion of earned federal aid.
- 2) The amount of *unearned federal aid* is divided into the following two categories:
  - A. ***Unearned Federal Aid Attributed to School Charges:*** (Regardless of the order and method in which tuition and fees are paid, unearned federal aid is attributed to school charges first, then to non-school expenses.)
    - PVAMU is required to return all unearned federal aid attributed to school charges. This means that a portion of your tuition and fees is no longer covered by financial aid, and you are liable for paying the balance of your school charges.
    - All unearned federal aid attributed to school charges is subject to immediate repayment by you unless you are eligible for a tuition and fee refund.
  - B. ***Unearned Federal Aid Attributed to Non-School Expenses:***
    - For unearned aid allocated to the federal loan programs that is attributed to non-school expenses, you are not required to make immediate repayment. The regulation allows repayment to be made in accordance with the regular repayment schedule of the loan.
    - Federal grant repayment is limited to 50% of the initial unearned aid allocation.