

Procedure 3.3201

Return of State Funds Procedure

Withdrawals and Never Attend

BCCC calculates the amount of funds it must return, when a student withdraws prior to or on the 35% point of the term, via the CFI Grant System. In completing the calculation, the “last date of attendance” is determined consistent with Title IV regulations for a Return of Title IV Funds. “Term” means the academic period for which the State funds are awarded.

Withdrawal: A withdrawal occurs when a student, who attended class by the registrar's census date, is removed from a class after the last day to drop and prior to the withdrawal deadline. A grade of “W” is reflected on the transcript for course withdrawals.

Never Attend: A never attend is assigned when a student does not attend class or complete online assignments by the registrar's census date. Never attends are not reflected on the transcript.

Last Date of Attendance

If a student's last date of attendance can be verified and is prior to or on the 35% point of the term, the State grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).

If the last date of attendance occurs after the 35% point of the term, the State grant award is considered 100% earned and no State grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on the 35% point of the term:

1. The percentage of State grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of State grant earned from 100%; this equals the percent of unearned State grant.
3. Multiply the percent of unearned State grant by the grant amount

No Academic Credit

If a student earned no academic credit for the term (all 'F' grades), the institution must determine whether the student completed the term. If the institution determines that the student did not withdraw, but instead completed the courses and earned no academic credit, BCCC is not required to return State funds. If the BCCC determines that the student unofficially withdrew, BCCC must complete a calculation using a last date of attendance or date of last documented academic activity to determine if any funds must be returned to the state. If there is no last date of attendance or last documented academic activity, the BCCC may use an official withdrawal date in place of the last date of attendance. If there is neither a last date of attendance nor an official withdrawal date, the State grant repayment will be 50% of the grant amount.

Never Attend Repayments

If a State grant recipient never attends courses in the term for which they received a State grant award, the State grant repayment is 100% of the award. If a BCCC is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

BCCC will return State grant funds within 60 days of the date that the school determined a student has withdrawn.

BCCC will return State grant funds within 60 days of the date that the school determines an enrollment or eligibility change results in the need for a return of funds.

BCCC will fully reconcile and return all State grant funds owed back for the prior academic year by September 1st.

Process

1. The Enrollment Activity Report (RGER) is generated in Colleague as required to properly and consistently identify students that have officially or unofficially withdrawn from classes.
2. The RGER report is reviewed by the FA Office.
3. A spreadsheet is generated each semester from data obtained from the RGER report tracking student name, ID #, course and section numbers, last day of attendance (LDA), total number of classes registered in, date financial aid was notified of the course withdraw.
4. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for federal funding is performed in Colleague in the Award Detail Entry (AIDE) screen.

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5. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for state funding is performed in the College Fund of North Carolina website under the “Return of Funds Calculator” Tab.
6. The student’s account is adjusted in Colleague to show the earned amount of state funds based on the return of funds calculation.
7. The Financial Aid Office to notifies the student that a Return of Funds calculation has been performed on their account and that they are now in an overpayment (disbursement of more federal or state student aid funds to a student than he or she is eligible to receive) status or entitled to a post-withdraw disbursement.
8. The Batch Financial Aid Transmittal Register (FATR) is run in Colleague and forwarded to the Business Office for processing.
9. The Business Office notifies financial aid when the FATR and the Batch FA Transmittal Update (FATP) process is completed.
10. The BATCH report is printed off the College Fund of NC website and emailed to BO to mail funds back.
11. The Business Office notifies the student that they have an account balance based on the processing of a return of funds calculation.
12. Students are notified when their debt is referred to Debt Resolution Services and provided with the phone number and postal address of the agency.
13. A spreadsheet is maintained and utilized by the Financial Aid Office and the Business Office to track return of funds calculation by student, the overpayment amount, the date the debt was reported to the NSLDS, the date referred to the Debt Resolution Services and the date of repayment.

References

Legal References: *Enter legal references here*

Cross References:

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History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *8/15/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

