



Return of Title IV Funds Policy

Student Services
307

Student Services Policy & Procedure No. TBD

Page 1 of 2

1.0 Objective

Student financial aid recipients (hereinafter referred to as “the recipient”) who officially or unofficially withdraw before completing the quarter of enrollment at Columbia Basin College (hereinafter referred to as “the College” or “CBC”) will owe a repayment of unearned federal Title IV or state financial aid funds.

2.0 Definitions

- 2.1 Fully earned federal Title IV financial aid is defined as when the recipient attends, or otherwise academically participates, in one or more enrolled classes for at least 60 percent of the quarter.
- 2.2 Fully earned state financial aid is defined as when the recipient attends, or otherwise academically participates, in one or more enrolled classes for at least 50 percent of the quarter.

3.0 Responsibilities of the recipient

- 3.1 Unearned aid portions of federal and state aid must be returned upon notification regarding any repayment owed.

4.0 Responsibilities of the College

- 4.1 If the recipient ceases attendance or participation in all classes prior to 60 percent or 50 percent point in the quarter, the College’s Financial Aid Office will calculate, using federal and state pro rata schedules respectively, how much aid was earned vs. unearned.
- 4.2 The College will notify the recipient of any repayment of federal or state aid that is owed.
- 4.3 The College will assume the recipient has unofficially withdrawn if the recipient does not officially withdraw and earns 0 credits with a 0.0 grade point average.
- 4.4 CBC instructors will provide the recipient’s estimated last date of attendance when posting a 0.0 grade.
 - 4.4.1 If none of the recipient’s estimated last dates of attendance exceed the federal or state timeframes for the quarter, the return of funds calculation will be performed by the College’s Financial Aid Office using the midpoint of the quarter as the last date of attendance.
- 4.5 The College will use the following order for the return of funds for federal Title IV aid: Direct Unsubsidized Loan, Direct Subsidized Loan, Direct Parent PLUS Loan, Pell Grant, Supplemental Educational Opportunity Grant, other Title IV assistance. A separate calculation following similar logic is done for state aid (WA State Need Grant and College Bound Scholarship).

- 4.6 In some cases, the recipient may withdraw prior to receiving all disbursements of federal Title IV aid for which they were eligible. In such cases there may be funds that are still owed to the student after completing the Return of Title IV calculation. If a recipient is owed a post-withdrawal disbursement, they will be offered the funds for which they qualify within 45 days of the date of their withdrawal.
- 4.7 Unearned federal Title IV funds will be returned to the Department of Education within 45 days of a student's official withdrawal.
 - 4.7.1 For students who unofficially withdraw, the unearned funds will be returned within 45 days of the date grades are posted at the end of the quarter.
- 4.8 The Columbia Basin College [Tuition Refund Policy](#) will apply to all students who officially withdraw before completing their quarter of attendance.

5.0 Contacts

- 5.1 Director for Financial Aid, 509-547-0511 or ext. 2211
- 5.2 Vice President for Student Services, 509-542-4761 or ext. 2761