

## *California State University, Fresno Withdrawal Policy*

**Students who withdraw from a term may be required to repay some or all of the Student Financial Aid disbursed to them for that term, the “unearned” portion.**

**The amount of aid earned is determined by the Return to Title IV guidelines set by federal regulations.**

- If you attend between 0 to 60 percent of a term, you earn that percentage of the aid you were originally scheduled to receive.
- If you attend more than 60 percent of a term, you earn all of your aid for that term and a repayment will not be calculated.
- If you received less aid than the amount you earned, you may be eligible to receive the difference if you meet all the documentation requirements within the specified time frame.
- If you received more aid than you earned, the unearned aid must be returned to the programs by either, the institution, the student, or both.
- Financial aid students who withdraw before attending at least 60% of a term will be mailed a notice of a Post Withdrawal Offer or Repayment of Title IV Aid within 30 days of the date their withdrawal is recorded. They will have 14 days to respond.

### **REPAYMENT OF UNEARNED FINANCIAL AID**

Responsibility for repayment of unearned Student Financial Aid will be shared by the institution and the student according to the requirements of the Federal Formula for Refunds of Unearned Title IV aid.

- Unearned Title IV aid due from the institution will be returned to the federal programs for the specified term. The institution must return the lesser of your institutional charges multiplied by the unearned percentage of your aid, or the entire amount of unearned aid. You may be required to repay this amount to the school.
- Unearned portions of Title IV aid due from the student will also be returned to the federal programs by the institution. The student will owe the University for these returned funds. If loan funds are calculated to be returned, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. If you are responsible for returning grant funds, the law provides that you will only be required to repay 50 percent of the calculated grant repayment. Any amount that you are required to return is considered a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

## **NON-TITLE IV AID (STATE FUNDS)**

This applies to students who were awarded federal and state aid. Repayment of unearned fees, as a result of the Return to Title IV calculation, will first be applied to federal programs. If there are still unearned fees to be returned, it will then be applied to the state programs. This is in accordance with the policies and procedures established by the Financial Aid Office.

## **UNOFFICIAL WITHDRAWALS**

Students who have stopped attending (as designated by the assignment of “WU” grades) and did not officially withdraw from the university are considered as Unofficially Withdrawn. In accordance to federal guidelines, Return to Title IV calculation will be performed using the midpoint of the term (50 percent). As a result, students may be billed for that term’s unearned aid.

## **DISENROLLED**

Return to Title IV calculation will apply to students who received financial aid and were disenrolled from the institution. The disenrollment date used for the calculation will be determined by the institution.

### **Note:**

For information about California State University, Fresno’s fee refund policy and withdrawal procedures, you may refer to the catalog or schedule of courses.

Return of Title IV Funds and Registration Fee refund calculation worksheets are available on request in the Financial Aid Office. Admissions/Records/Evaluations and the Financial Aid Office will determine the withdrawal date as the earliest office signature date on the Complete Withdrawal Form.