

Return of Title IV Funds Policy. Students who completely withdraw from all courses prior to completing more than 60 percent of a semester will have their eligibility for aid recalculated based on the percent of the semester completed. This policy shall apply to all students who withdraw, are administratively withdrawn, drop out, receive failing grades in all courses or are dismissed from Alpena Community College (ACC) and receive financial aid from Title IV funds.

The term "Title IV Funds" refers to the following federal financial aid programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Iraq & Afghanistan Service Grant.

Title IV Funds is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the semester. Title IV Funds are viewed as 100 percent earned after the 60 percent point in the semester.

The percentage of Title IV Funds earned shall be calculated as follows:

$\frac{\text{Number of days completed by the student}}{\text{Total number of days in the semester}^*} = \text{Percent of Title IV Funds earned}$ <p>* The total number of days in the semester includes weekends, but does not include any scheduled breaks of more than five days.</p>

A student's withdrawal date is determined by ACC as (1) the date the student began the withdrawal process or officially notified the Registrar's Office of intent to withdraw; or (2) the midpoint of the semester for a student who leaves without notifying ACC; or (3) the student's last date of attendance at a documented academically related activity.

Starting with the 2021 Summer Semester, ACC early implemented the following allowable withdrawal exemptions from the Return of Title IV Fund calculation. A student is not considered withdrawn if they successfully complete (Oearning a passing grade):

- 1) All requirements for graduation from their program before completing the days or hours in the semester that the student was scheduled to complete,
- 2) One module of a semester that includes 49% or more of the number of days in the semester,
- 3) A combination of modules that when combined contain 49% or more of the number of days in the semester, or
- 4) At least 6 credit hours of coursework for the semester.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement this will be disbursed to the student within 14 days of the determination of such disbursement. If your post-withdrawal disbursement includes loan funds, ACC must get your permission before we disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. ACC will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees charges. ACC needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it is be in your best interest to allow ACC to keep the funds to reduce your debt at the school.

ACC's Portion to be Returned—The percentage of Title IV Funds unearned (i.e., to be returned to the appropriate program) shall be 100 percent minus the percent earned. Any unearned aid to be returned by ACC is the lesser of (1) the entire amount of unearned aid or (2) the total institutional charges multiplied by the percentage of unearned aid.

ACC will calculate and return all Unearned Title IV Funds to the appropriate federal programs within 45 days of determining the official or unofficial withdrawal of the student. Unearned Title IV Funds shall be returned according to the following priority up to the amount received for the semester:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grant

6. Federal Supplemental Educational Opportunity Grant

The student will be billed for any amount due to ACC resulting from the Return of Title IV Funds. Payment arrangements not made within 30 days will be turned over to a collection agency which may increase the original amount owed.

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