

Important Information You Need to Know Before You Cash a Refund Check or Accept your Financial Aid

If you are not attending classes at JSU, DO NOT cash your Financial Aid Refund Check.

If you are attending two schools during one semester, you cannot accept aid from both schools. If you are NOT eligible for Financial Aid, and cash this check, future Financial Aid will be held until previous funds are repaid.

-Contact the Office of Student Financial Services for further information at (256) 782-5006.

FEDERAL WITHDRAWAL POLICY

If you receive Federal Title IV aid and withdraw or stop attending classes, JSU will calculate the amount of aid you did not earn. If it is determined that you received aid you did not earn, the funds will be returned to the appropriate program.

You have only earned the percentage of aid that reflects the percentage of the term you attended. For example: if you complete 25% of the semester, you earned 25% of the Financial Aid you were eligible for during the term of attendance. If you attend more than 60% of the term you will not owe a refund. If you receive excess aid for the term attended, JSU must return a portion. That amount returned will be the lesser of:

*Your institutional charges multiplied by the unearned portion of your aid, or the entire amount. You may then be held accountable for paying this amount to JSU.

If JSU is not required to return the entire amount, you must repay the remaining amount.

*The loans you may have borrowed will be repaid according to the terms of the original promissory note.

*You will only be responsible for overpayment of unearned grants.

*In order to be eligible for future financial aid you will be required to make payment arrangements with the U.S. Department of Education.

Withdrawing and not completing coursework with a passing final grade will directly affect your Financial Aid Satisfactory Academic Progress. Failure to meet this policy will result in suspension of future financial aid. This policy may be viewed at www.jsu.edu/finaid, click financial aid forms and Satisfactory Academic Progress Policy for the year that you are attending or on My.JSU under Financial Aid Status.

Information about the JSU refund policy and withdrawal procedures may be viewed at the following sites:

<http://www.jsu.edu/bursar/refundpolicy.html>

<http://www.jsu.edu/registrar/docs/withdrawal.pdf>

<http://www.jsu.edu/finaid> click FAQ and Hints, scroll to see the FAQ on withdrawing

Withdrawing Terminology

Administratively Dropped/Removed: The term refers to an action taken by JSU to remove a course from his/her transcript. A student is not financially responsible for Administratively Dropped/Removed courses and is considered not enrolled for those courses, except for in cases of a medical/compassionate withdrawal.

Unofficial Withdrawal: If you stop attending/completing academic activity all of your classes without officially withdrawing (a.k.a. an unofficial withdrawal), you are considered to be "walking-away." Federal aid you received during the semester will be subject to the federal return calculation based on the effective date of withdrawal. The withdrawal date is your last documented date of attendance, as determined by the instructor or the midpoint as to benefit the student. Unofficial withdrawals will affect a student's financial aid for future terms.

Withdraw: The term "withdraw" refers to an action taken by a student to discontinue enrollment in all course after the drop period in weeks three through nine of the fall or spring semester or weeks three and four of the summer sessions. The course is recorded on the transcript with the notation of "WD." A student is financially responsible for courses from which he/she has withdrawn. Withdrawing will affect a student's financial aid for future terms.

Drop: The term refers to an action taken by a student to discontinue enrollment in a course after the last day to pay for the semester. The course is recorded on the transcript with the notation of "W", "WF" or "WP." A student is financially responsible for courses from which he/she has dropped. Dropping courses will affect a student's financial aid for future terms.

Post-withdrawal Disbursement: Some aid programs may be available to you after you withdraw. In some cases, a portion of your Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and/or Federal Direct Loan may be available.

You may be notified upon withdrawal if you are eligible for "post-withdrawal disbursement" of any aid funds by JSU Email and/or letter. You may be required to confirm that you want to accept the disbursement.

Return of Federal Student Aid

To remain eligible for federal student aid during the semester, the student must be attending classes, taking exams and completing required course work.

Federal Regulations require the University to calculate a return of federal student aid funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester and for students who withdraw from any module-based courses.

If the student officially withdraws, the determination date is the date JSU determines the student began the withdrawal process. If the student does not provide official notification of his/her intent to withdraw, the determination date will be determined as the date JSU became aware the student was not attending class. For official withdrawal, JSU uses the date the student provided official notification to withdraw as the withdrawal date; for unofficial withdrawals, the last date of academically related activity as given by a professor or midterm (as best benefits the student) is used as the withdrawal date.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number

of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

The unearned portion of federal student aid funds will be returned to the appropriate aid program(s). The funds are returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Perkins Loan
- Federal Graduate PLUS Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant

Students withdrawing from classes are responsible for payment of any balance due after the required return of federal student aid funds.

Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and return of Title IV funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the University for that course. Information about the JSU refund policy and withdrawal procedures may be viewed at the following sites:

<http://www.jsu.edu/bursar/refundpolicy.html>

<http://www.jsu.edu/registrar/docs/withdrawal.pdf>

<http://www.jsu.edu/finaid> click FAQ and Hints, scroll to see the FAQ on withdrawing

Students who stop attending all classes without officially withdrawing will be subject to a return of federal student aid funds at the end of the semester based on the last documented date of academic related activity or midterm (as to benefit the student) as determined by JSU.

The responsibility to repay unearned Title IV aid is shared by the University and the student. For example, the calculation may require JSU to return a portion of federal funds to the federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Direct Loan program based on the terms and conditions of the promissory note of the loan. A student who receives federal grants may be required to repay 50% of the funds received. A student may also owe a Grant Overpayment.

How to Handle a Grant Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Temple University will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment to JSU to cover the overpayment. The University will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact our office at 215-204-2244. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If you want to contact the U.S. Department of Education, their address is listed below.

U.S. Department of Education
Student Financial Assistance Programs
P.O. Box 4222
Iowa City, IA 52245
Phone: 1-800-621-3115
E-Mail: DCS_HELP@ed.gov

Notification upon decision to withdrawal

When you withdrawal for the semester, the grace period prior to loan repayment will begin (nine-months for Perkins and six-months for Federal Direct Loans). If you re-enroll before your grace period ends, you will have a new grace period when you leave school. If a student re-enrolls they need to request an in-school deferment.

Federal Direct Loan Recipients: Notify your federal loan servicer. You can obtain the contact information for your federal loan servicer on the [National Student Loan Data System](#) (NSLDS) website.

Complete the Loan Exit Interview

Students who withdraw from JSU, even for just one semester, will be required to complete the "Loan Exit Counseling" online and may be required to complete the "Less than Half Time/Withdrawal Form". Students who do not complete the "Loan Exit Counseling" may have registration and transcript holds placed on their academic records.

Withdrawing for Military Reasons

If you are a JSU student serving on active duty in in the U.S. Armed Forces or a reservist who has been called to active duty for a purpose other than training, you may be eligible for special provisions that protect your enrollment and financial aid eligibility for future semesters.

Medical/Compassionate Withdrawal

A student may request and be considered for a Medical Withdrawal when extraordinary circumstances, such as a serious illness or severe injury prevent the student from continuing classes. This covers both physical and mental health difficulties. A student may request and be considered for a Compassionate Withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care if a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing classes. Medical or compassionate withdrawals will be considered for the current or immediate preceding semester only. A student must request a medical or compassionate withdrawal by contacting:

The Office of the Associate Vice President for Enrollment Management and Student Affairs, Bibb Graves Hall, Rm. 102, (256) 782-5020.

**Students receiving federal financial aid should meet with the Director of Student Financial Services before making a decision to request a medical or compassionate withdrawal.