

## WITHDRAWAL CERTIFICATION

- I understand that if I withdraw officially or unofficially or stop attending before the last day to withdraw each quarter, I may have to **repay** certain types of federal and state aid that I received.
- I understand that outstanding debt obligations that must be repaid to the state or Federal Student Aid programs may prevent me from future receipt of federal and state financial aid.
- I understand that outstanding debt obligations will prevent me from future SCC and SFCC registration and release of official SCC and SFCC transcripts.
- I understand that if I withdraw officially or unofficially or stop attending classes that my financial aid eligibility may be suspended in accordance with federal and state Satisfactory Academic Progress policies.
- I understand that I may contact the financial aid office prior to my withdrawal regarding the impact to my financial aid eligibility.
- By signing below, I understand the information outlined above and acknowledge receipt of the financial aid withdrawal brochure that explains how my financial aid will be affected.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
SID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Common Questions

### How do I withdraw?

To drop your courses, it can be done online via ctcLink or in person at the SFCC Admissions and Registration office, Building 17, lower level. For any questions regarding how withdrawing may impact your Financial Aid, contact the Financial Aid Office.

### Will this affect my Financial Aid for next quarter?

It could possibly impact your financial aid. Depending on the time of the withdraw or drop you may be placed on financial aid suspension. If you need to pay back funding to a federal or state program, this can limit you in receiving that type of funding in future quarters. Students who do not meet satisfactory academic progress and are suspended will have the ability to petition for reinstatement of financial aid by completing a Satisfactory Academic Progress Appeal.

### Will I have to pay any money back?

The student is required to repay any unearned funds which the school is required to return to financial aid programs. See ***What If I Withdraw*** for more information about “unearned” funds.

### What happened to my tuition refund?

If funds were owed to the college for financial aid that was unearned, then tuition refunds that were issued may be used to apply to these charges. For non-financial aid students, these refunds are issued in accordance with SFCC's Institutional Refund Policy.

### What if I cannot pay?

You can seek guidance from SFCC's Financial Aid Office. The Financial Aid Office does not have the ability or authority to waive debt owed that is from a financial aid recalculation of aid.

### What if I had to withdraw due to circumstances beyond my control?

You still must repay any financial aid funds that were unearned, and you may still be placed on Financial Aid Suspension if not meeting Satisfactory Academic Progress.

### Spokane Falls Community College

Financial Aid Office MS 3172  
3410 W Whistalks Way  
Spokane WA 99224-5288  
509-533-3550  
[www.sfcc.spokane.edu](http://www.sfcc.spokane.edu)

Spokane Falls Community College

## Office of Financial Aid

I have  
Financial Aid...  
and need to  
withdraw,  
Now What?



Community Colleges of Spokane

### **What if I Withdraw?**

Students who receive certain types of federal or state aid and withdraw from school either officially through the Registrar's Office or unofficially (stop attending class and do not complete the class), are subject to a recalculation of aid based on federal and state policies. These policies for a recalculation of aid are different from the SFCC Institutional Refund Policy.

If you withdraw or cease attendance before the last day to withdraw each quarter, you may not be entitled to the financial aid you received. You may have to repay these funds, depending upon the type of financial aid you received (federal or state), and when you withdrew from classes.

When a student withdraws from school, SFCC is required to determine the amount of financial aid "earned" using the federal financial aid regulations. This calculation is based on the number of days the student attended divided by the number of days in the term for which aid was disbursed.

- The unearned portion of the tuition will be returned to the appropriate federal or state aid program. The college will then open the charges to the student for the amount that must be returned to the aid programs and the student will be notified of the repayment amount via email. If there is any refund of tuition applied to this debt based on SFCC's Institutional Refund Policy, that will decrease the overall charge on the student account by that tuition refund.
- The unearned portion of the aid that is directly disbursed to the student will also be calculated. If applicable, the student will owe a repayment to the federal and/or state programs. The student will receive an email outlining the overpayment along with how and when to make payments by. If no payment is made by the timeframe for these debts to be referred to appropriate collection agencies, then this could impact the ability for the student to receive further federal or state aid.

### **How Financial Aid Affects Refunds**

Refunds for students who do not have financial aid will be issued in accordance with SFCC's Institutional Refund Policy.

Refunds for students with federal or state aid may be impacted if a student owes a repayment of federal or state financial aid stemming from a recalculation of aid.

### **Post-Withdrawal Disbursements**

If you did not receive all the funds you earned, you may be entitled to a post-withdrawal disbursement. This will be determined based on federal regulations calculation.

Grant post-withdrawal disbursements will be automatically applied to your account, if eligible, paying down eligible charges related to tuition and fees. Any amount past your mandatory tuition and fees will be disbursed to you via BankMobile Disbursements, SFCC's third-party refunding

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partner. Eligible Loan post-withdrawal disbursements require active confirmation prior to disbursing. You will be notified by the SFCC Financial Aid office directly via email if eligible for these funds, and the office must receive confirmation of acceptance before the deadline listed on the notice you will receive to be eligible. If accepted, these will disburse to your student account paying down eligible charges related to tuition and fees. Any amount past your mandatory tuition and fees will be disbursed to you via BankMobile Disbursements, SFCC's third party refunding partner.

### **Sample Withdrawal**

A student received a total of \$2593 in aid: (a Pell Grant for \$1437 and a federal subsidized loan for \$1156). Institutional charges for the term totaled \$917.90. The student completed 18 calendar days of the 85 days in the term.

#### **TUITION & FEES PAID: \$917.90**

- Days completed / total days in quarter = % completed  
(18 / 85 = 21.2% completed)
- 100% - % completed (A) = % aid unearned  
(100% - 21.2% = 78.8%)
- Tuition & fees paid x % aid unearned (D)  
= amount for school to return to federal & state aid programs  
(917.90 x 78.8% = 723.31)
- The student will be billed for \$723.31.

#### **FINANCIAL AID CHECK RECEIVED: \$1675.10**

- Days completed / total days in quarter = % completed  
(18 / 85 = 21.2% completed)
- 100% - % completed (A) = % aid unearned  
(100% - 21.2% = 78.8%)
- Check disbursed x % aid unearned = initial amount the student may have to return. (\$1675.10 x 78.8% = \$1319.98)
- Loan funds returned from tuition = \$1156 - \$723.31 = \$432.69
- Total amount for student to return (C)  
- loan funds already returned from tuition  
= initial amount of grants for student to return  
(1319.97 - 432.69 = 887.28)
- Total grant award x 50% = amount of grant protection  
(1437.00 x 50% = 718.50)
- Initial amount of grants for student to return (H) - amount of grant protection (I)  
= student's grant repayment  
(887.28 - 718.50 = 168.78)

**NOTE:** The amount of the repayment owed, if any, depends upon the type of federal and/or state financial aid received and the date of withdrawal.