Return of Title IV Funds and Withdrawal Policy

Honolulu CC Financial Aid Office

In the event that a student who has been awarded Federal Title IV financial assistance completely withdraws (or stops attending all classes) from Honolulu Community College, a Return of Title IV Funds calculation will be completed. The Financial Aid Office will adhere to all Institutional and Federal Withdrawal and Refund Policies, as described in Honolulu Community College's catalog and Federal requirements.

The official complete withdrawal date will be calculated based on the last date of attendance in classes as indicated by the instructor(s). Any student who does not complete the academic term for which Federal financial aid has been awarded (e.g.: receives all "F" grades or earns no credits for the semester) will be determined to have unofficially withdrawn from the university. Instructors are instructed to include a last date of attendance in their grade reporting. If it is deemed that a student has unofficially withdrawn, the Financial Aid Office will use the latest date the instructor gave to determine the Return of Title IV Funds calculation.

The Federal Return of Title IV Funds calculation determines the following:

- How much aid did a student "earn"? This is based on a pro-rata schedule of enrollment up through the 60% point in an enrollment period (if you withdrew or stopped attending classes at the 30% period of enrollment, you essentially earned only 30% of the aid you received/are eligible for).
- How much aid will the student and school need to return to the Federal aid programs? Essentially, any "unearned" aid must be returned to the Federal aid programs.
- Which funds need to be returned?
- Is the student due a post-withdrawal disbursement (aid that was not disbursed to you but could have been disbursed) and how will that affect the student and their future eligibility?

If it is determined that a post-withdrawal disbursement is in order, the student will be notified of the disbursement, by an amended award notification letter. The student will have an opportunity to accept/decline the offer and must respond within 14 days from the date of the award or forfeit the disbursement. Students should know that acceptance of the offer may affect their academic progress for future financial aid purposes and if loan funds are involved an obligation of repayment is assumed.

Any institutional refund due to the student based on the regular UH tuition and fee refund policies will be applied to the institutional share of the refund. If the UH refund does not equal the amount of the institutional share of the refund to the Federal financial aid program, **the student will be responsible** for the amount which is not covered.