

WITHDRAWAL AND FINANCIAL AID/RETURN OF TITLE IV FUNDS

Regular attendance is required of all financial aid recipients. Students who never attend their classes will not receive financial aid, even if the application is complete and eligibility was determined.

Students who receive federal financial aid and withdraw or stop attending all classes are subject to the Return of Title IV Funds calculation. Those students who have completely withdrawn prior to the 60% point in the semester and have received federal funds are subject to a recalculation of their federal awards.

NCF will calculate the earned portion of such awards based upon attendance and the number of calendar days completed vs. the number of calendar days in the semester. Any unearned portion will be returned to the Department of Education.

In addition, the student must repay the difference, if any, between the amount of unearned assistance and the amount that the school must return. In most cases, when a student receives Title IV assistance greater than the amount of institutional charges, (s)he will most likely be subject to returning some of those funds.

Withdrawal, Scholarships, and Financial Aid

Students who receive any remaining undergraduate Florida Bright Futures Scholarship funds and withdraw after the second week of class or stop attending all classes are subject to the return of their Bright Futures Scholarships to the Florida Department of Education. (New College returns the amount, and then the student owes the College for that amount.)

Students who receive institutional scholarships and withdraw after the second week of class or stop attending all classes are subject to the return of their institutional scholarships to the College.

Students who receive institutional scholarships and withdraw and later apply for readmission are not reissued their institutional scholarships. Readmitted students may submit a written petition requesting reinstatement of their institutional scholarships. A prerequisite for reinstatement consideration is that the FAFSA is filed.

For assistance with matters pertaining to payment of fees, please contact staff in the appropriate offices below:

- *The Office of Financial Aid (Palmer D, Second Floor)* is responsible for determining your eligibility, offering you financial assistance, posting the funds to your student account, and processing expenses and student loans. If your question pertains to any of these topics, please contact the Financial Aid staff at ncfinaid@ncf.edu or at (941) 487-5000.
- *The Office of the Registrar (Palmer D, Room 115)* is responsible for maintaining your registration status, posting grades, collecting address changes, releasing academic holds, determining changes to residency status, and completing and submitting enrollment verification forms to your lender. If your question pertains to any of

these topics, you may call (941) 487-4230 or e-mail the Registrar at registrar@ncf.edu.

- *The Finance and Accounting Office (Palmer D, Room 123)* is responsible for the collection of charges placed on your student account, receipt of any payments to your student account, processing refunds, and enforcing financial holds. If your question pertains to any of these topics, you may contact the Business Office at (941) 487-4625 or via email at finance@ncf.edu.