



Policy Source: Gwinnett Tech	Owner: Director of Financial Aid	Effective: 1/2013
Division: Student Affairs	Reviewed: 10/2012, 11/2015, 02/2019, 1/2021 Revised:	

### **6.6.7 GT        Unofficial Withdrawal Policy**

Students are expected to follow the Withdrawal Policy if they are unable to continue attendance in their courses. Gwinnett Technical College abides by the federal regulation (HEA, Section 484B 34 CFR 668.22), stipulating that an institution must determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. In addition, colleges are required to review students who received federal financial aid and did not successfully pass any courses. An assessment must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that semester. If it is determined that a student never began attendance in some or all classes, aid may be cancelled.

At the end of each semester, all federal financial aid recipients who receive no passing grades (any combination of F or W) will be reviewed to determine if the non-passing grade was earned while attending or due to no longer attending class. The Office of Student Financial Aid will determine the last date of attendance or academic activity with the assistance of the Registrar's Office. The institution has 45 days to complete the calculation from the date the Financial Aid Office is notified of a student's complete withdrawal.

If a student follows Institutional procedures and officially withdraws during the semester, their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy, currently outlined in the catalog as Title IV Refund Policy.

#### **Verification of Attendance**

- The Last Date of Attendance, or LDA, is provided by the course instructor. This is the official date that is used to determine the percentage of completion within a specific course.
- The Financial Aid Office will not adjust the LDA. However, if you do not agree with an LDA, it can be discussed with the instructor. Evidence of academic activity must be provided to the Registrar's Office before it is revised. Any revisions made to an LDA must be provided to the Financial Aid Office **within 15 days**.
- If a student has at least one Earned Grade at the end of the semester, they may not need to repay any Federal Student Aid.

The Federal Student Aid repayment amounts are in accordance with the Return to Title IV policy. Any amount owed to a Federal Student Aid program is the student's responsibility. The amount will appear as a balance on the Student's Banner Account. Outstanding balances must be resolved with the Business Office. If a balance remains on the account, students will be prohibited from registering for classes, requesting transcripts, or graduating.