

RETURN OF FUNDS POLICY
THE EVERGREEN STATE COLLEGE
Updated September, 2018

Any student who stops attending officially or unofficially, will for the purpose of determining the return of funds, be considered withdrawn. If a student fully withdraws from The Evergreen State College and is a financial aid recipient, then the school and/or the student may be required to return some of the federal funds awarded to the student. If the student received aid from the Institution and/or the State of Washington, then a portion of the refund may be returned to the funding source from which it was received. Returning funds may result in a balance owing and a hold will be placed on the student's account, which will prevent pre-registration, changes to registration, requesting transcripts, and other services at the College may become unavailable to the student.

In general, the law assumes that you "earn" your financial aid awards directly in proportion to the number of days of the term you attend. If you completely withdraw from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial aid you have earned and are therefore entitled to receive up to the time you withdrew. If you receive (or the College receives on your behalf) more aid than you earn, the unearned excess funds must be returned to the Department of Education. Order in which the funds must be returned are as follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loans to Graduate Students
5. Federal PLUS Loans to Parent
6. Federal Pell Grant
7. Federal Teach Grant

The portion of the financial aid grants and loans for which you are entitled is calculated based on a percentage by comparing the total number of days in the quarter to the number of days you completed before you withdrew. For example, if you complete 30% of the quarter, you earn 30% of the aid you were originally scheduled to receive. This means that 70% of your total scheduled awards from that quarter remain unearned and must be returned to the funding source(s).

If you withdraw from the College after 60% (must exceed 60%) of the term is completed, you can be said to have earned all (100%) of your aid. If you withdraw from the College (either officially or unofficially) before completing 60% of the quarter, you may have to repay any unearned aid that was already disbursed to you.

The most accurate last date of attendance will be determined by the College as: (1) the date you began the College's withdrawal process (as described in the Evergreen catalog); (2) the midpoint of the quarter if you withdraw without notifying Registration and Records of your intent to withdraw; or (3) the last date you participated in an academically related activity as documented and determined by the College.

If you received funds that must be returned, it is the College's responsibility to return those funds to the funding sources and yours to repay the College. The portion of the excess funds to be returned is equal to the lesser of

- The amount disbursed minus the amount earned, or
- Your total institutional charges multiplied by the percentage of unearned funds.

If the College is not required to return some or all of the disbursed funds, you must return the remaining calculated amount. Any loan funds that you must return must be repaid according to the terms of your promissory note. If you must return any grant funds, the law provides that the amount you must repay is to be reduced by 50%. *Please note: this reduction applies only to Title IV grants.* This means that you have to return up to half of any funds you receive from Title IV grants. If the return of unearned aid caused any portion of your tuition and fees to become unpaid, you will be billed by the College. In such cases, you will be required to make arrangements with Student Accounts to pay the balance.

Any Federal financial aid grants that you do have to return are considered an overpayment and will prevent any disbursement of any future financial aid. Within 45 days of the date you are notified by the College you must either repay that amount in full or make satisfactory arrangements with the College to repay the balance owed. After 45 days the overpayment will be turned over to the Federal Department of Education for repayment and you will lose eligibility for further Federal financial aid.

Worksheets used to determine the amount of return of funds are available upon request from the Financial Aid Office.

Return of other types of financial aid (non-Title IV)

1. Washington State Need Grant (SNG) Authority: WAC 250.20.051(4)

Washington State Grant recipients, who withdraw from the institution, are expelled, or otherwise earn a "no credit" in any given term, must repay Washington state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

KNOWN LAST DATE OF ATTENDANCE

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed (or the percent of the scheduled hours remaining in the payment period for clock hour schools).
- If the last date of attendance occurs after **50%** of the term, the state grant award is considered 100% earned and no state grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on 50% of the term:

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

Example: Known last date of attendance, prior to or on 50% of the term:

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals \$320 (80% of \$400 state grant award).
3. The repayment equals \$160 (\$320 X 50% reduction).

UNKNOWN LAST DATE OF ATTENDANCE

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

NO-SHOW REPAYMENTS

If a state grant recipient never attends courses in the term for which they received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

General State aid repayment policies:

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation:
State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.
6. The 50% reduction applied at the end of the repayment computation addresses un-reimbursable start up education costs and reduces the barrier for students intending to return to school.
7. Repayments of less than \$50 should not be returned to the Washington Student Achievement Council.
8. Institution repayment refund policy:

At any time during the quarter that the student stopped attending, and/or up to 10 business days after the end of the quarter, the student is placed in "In Repayment" status with The Washington Student Achievement Council (WSAC). The student must repay the full amount due directly to WSAC. The student will not receive any further disbursements of state financial aid (including but not limited to Washington State Need Grant, Washington College Bound Scholarship, and Passport for Foster Youth, etc.) until the repayment obligation is paid in full. Evergreen will also place a hold on the student's financial aid file, to prevent any further disbursements of state aid. Once paid, WSAC will remove the Repayment status, and the student's eligibility for state financial aid is restored.

Return of fund calculations processed beyond 10 days after the quarter in question will result in a revision to state financial aid, and the student will owe any balance due as a result of the return directly to Evergreen.

Summer quarter returns follow the same principle as the returns calculated in Fall / Winter / Spring. If a student's return of funds is calculated within the "10 day" period, the student is placed in "In Repayment" status with WSAC. The student will need to pay WSAC directly.

2. Tuition Waivers

Any Waiver provided by the College cannot be converted to cash equivalent. Any refund of institutional costs paid by a Waiver will reduce the Waiver amount by an equal amount. Exceptions can be made when a waiver amount is not greater than the tuition charge that remains on the bill. These exceptions can be made at the discretion of Financial Aid, Enrollment Services, or the department responsible for administering the waiver.

Examples:

- A. 100% Waiver of tuition & fees and 100% refund of tuition & fees. 100% of the Waiver is canceled.
- B. 100% Waiver of tuition & fees and 50% refund of tuition & fees. 50% of the Waiver is canceled.
- C. 50% Waiver of tuition & fees and 100% refund of tuition & fees. 100% of the Waiver is canceled.
- D. 50% Waiver of tuition & fees and 50% refund of tuition & fees. 0% of the Waiver is canceled.

3. Institutional Scholarships

Return of institutional scholarships is at the discretion of the Associate Vice President of Enrollment Services.

4. External Scholarships & Gift (non-loan) aid

Return of external aid is at the discretion of the provider.

5. Alternative Loans

Alternative Loans are the responsibility of the borrower to repay to the lender. The College is not required to return any disbursed alternative loan funds.

6. Americorps

Disbursed funds belong to the student and will not be returned to the Americorps program.

7. Other State Financial Aid

Equal Opportunity Grant, Washington Scholars, Washington Vocational Excellence (WAVE), Washington State Passport for Foster Youth, and Washington College Bound Scholarships follow the same return procedures as Washington State Need Grant.

8. Evergreen Need Grant (ENG)

ENG will follow the Federal Title IV formula **without** the 50% Federal Grant Protection Allowance