CATAWBA COLLEGE
Established in 1851

Scholarship.
Character.
Culture.
Service.

2013-2014 RETURN TO TITLE IV FUNDS POLICY ACKNOWLEDGEMENT

Student Name: _____ **Student ID#** _____

Email: _____ **Home/Cell Phone**_____

OVERVIEW

The Federal Regulations (CFR 668.22 and Guidance provided in DCL GEN-11-14) aim to provide for more consistent and equitable treatment of students who withdraw from a program measured in credit hours, regardless of whether courses in the program span the entire semester or consist of shorter modules/blocks within the semester.

PROGRAM INTEGRITY PRINCIPLES

- Title IV funds are awarded to a student to attend an entire payment period or period of enrollment (semester), and the funds are intended to cover the student's educational and living expenses for the entire semester.
- The law specifies that a student earns Title IV funds on a pro rata basis through 60 percent of a semester based on the ACTUAL days completed. **Documenting Attendance:** For the purposes of federal and state financial aid programs, we must be able to document your *active participation* in an academic activity.

REGULATORY REQUIREMENTS

A student is considered to have withdrawn from a semester in which the student began enrollment if the student drops and/or withdrawals from any scheduled courses without completing:

- All of the days the student was scheduled to complete in the semester, in a credit-hour program.
- **However, if a student provides written confirmation (Confirmation of Future Enrollment Form available at www.catawba.edu/finaid) to Catawba's Financial Aid Office at the time of dropping and/or withdrawing from a block stating that the student *plans to attend* another block later in the same semester, that student is not considered to have withdrawn.** If a student does not resume attendance within the scheduled semester, the student is considered to have withdrawn as of the date on which attendance ceased.
- If a student does not provide written confirmation of plans to return to school later in the same semester, Catawba's Financial Aid Office must consider the student to have withdrawn and performs a return of Title IV funds (R2T4) calculation to determine if any funds must be returned.

By signing this form, I acknowledge that I have read the above policy and understand that dropping/withdrawing from a course or block may affect my financial aid and therefore I may incur a balance owed. I understand that I am responsible for paying the balance owed to Catawba College if applicable. I further understand that I must confirm future attendance in writing if I plan to attend a future course during the same semester.

STUDENT SIGNATURE: _____ **DATE:** _____