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**2020-2021 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A student is considered to have withdrawn from a semester in which the student began enrollment if the student drops and/or withdrawals from any scheduled courses without completing: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](http://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that the student *plans to attend another block later in the same semester, that student is not considered to have withdrawn*. If a student does not resume attendance within the scheduled semester, the student is considered to have withdrawn as of the date on which attendance ceased.**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plans to return to school later in the same semester, Catawba’s Financial Aid Office must consider the student to have withdrawn, and performs a return of Title IV funds (R2T4) calculation to determine if funds must be returned.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:** \_\_\_\_\_