

Withdrawal and Financial Aid Return of Title IV Funds/Scholarships and Financial Aid Refund Policies

Attendance Requirement

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 leave or withdraw after the first week of class 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Those students who have completely withdrawn prior to the 60% point in the semester and have received federal funds from loans or Pell or SEOG grants are subject to a recalculation of their federal awards.

NCF will calculate the earned portion of such awards based upon 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. However, students who must return grant funds are given additional consideration: the student's grant repayment is reduced by half.

Withdrawal, Scholarships, and Financial Aid

Students who receive Florida Bright Futures Scholarships and withdraw after the first week of class or stop attending all classes are subject to the return of their Bright Futures Scholarships to the Florida Department of Education.

Students who receive institutional scholarships and withdraw after the first 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 student file the FAFSA.

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

Office of Admissions and Financial Aid (Robertson Hall) 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, you may call (941-487-5000), make an appointment, or e-mail the Financial Aid staff at ncfinaid@ncf.edu.

Office of the Registrar (Palmer Building D, room 115) is responsible for maintaining your registration status, posting contract evaluations, address information, release of academic holds, determining changes to residency status, and completion and submission of 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 records@ncf.edu.

Business Office (Palmer Building 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 call the Business Office at 941-487-4625.

Refunds for Appropriately Documented Withdrawals

Officially requested refunds will be made for appropriately documented withdrawals according to the following schedule:

Date of Withdrawal	Eligibility Limitations	Limitations of Allowable Refund
1st week of classes (Monday – Friday)	None	100% of tuition and fees
2nd through 4th week of classes	None	25% of tuition and fees (not including late registration, late payment, capital improvement and building fees)

You may withdraw from New College prior to graduation by completing a [Withdrawal Request form](#) (available on the Registrar’s portal page), and obtaining the required signatures.

If withdrawing during the semester, the official date of withdrawal will be whichever of the following is earliest:

- the earliest date recorded on your Withdrawal Request form received by the Office of the Registrar
- the date that you provided notification to the Office of the Registrar of your intent to withdraw

- the last date of academically related activity that we document (if we determine that you stopped attending classes and tutorials prior to any of the dates above)

If withdrawing after the end of the semester, the official date of withdrawal will be the last day of classes of the semester. However, if we determine that you stopped attending classes and tutorials prior to the last day of classes, your official date of withdrawal will be the last date of academically related activity.

Financial aid and scholarship recipients, please note: If you withdraw, you may be responsible for repaying all or part of your aid. You may be liable for repaying a greater portion of your aid if you stop attending classes and tutorials prior to official withdrawal; in addition, if you hold a student loan, the start date of your repayment grace period may be backdated to the time you stop attending classes and tutorials.

Students who withdraw during the 2nd to 4th week of classes can receive a 25% refund of tuition and fees, minus any late registration, late payment, capital improvement and building fees. Students who have prepaid for an ISP may be eligible for refund of the payment if they withdraw by the end of the semester preceding the ISP period for which the ISP was paid; however, Bright Futures funds (if any) must be repaid).

Partial Refund of Fall Housing Fees. Students who register for fall semester, plan an off-campus ISP, and plan to return for spring semester, are required to pay the entire fee for fall semester plus the ISP. However, students not returning after the fall semester may request a partial refund of fall housing fees.

Refund of Tuition and Fee Payment

The College authorizes certain refunds of tuition and fees, less deductions for unpaid debts to the College. The late registration fee and late payment fee are non-refundable fees.

1. 100% of the applicable tuition and fees will be refunded if the student cancels an academic contract or drops an Independent Study Project or causes his/her enrollment at the College to be terminated by the Office of the Registrar prior to the end of the late registration period. *(However, in accordance with Florida Statute 1009.24(14)(g), students who had been scheduled to enroll for their first semester at New College will forfeit the \$200 admission deposit that had been applied toward their tuition and fees if they otherwise meet the 100% refund requirement.)*
2. 25% of tuition and fees, less building and capital improvement fees, will be refunded if the student cancels an academic contract or drops an Independent Study Project or causes his/her enrollment at the College to be

terminated by the Office of the Registrar in the second week through the end of the fourth week of classes.

3. 100% of tuition and fees will be refunded when a student withdraws or cancels an academic contract or drops an Independent Study Project due to circumstances determined by the Office of the Registrar to be exceptional and beyond the control of the student. Determination will be based on review of a completed written refund request submitted to the Office of the Provost within six (6) months of the close of the term to which the refund is applicable.*

These circumstances include but are not limited to:

- Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s);
- Death of the student or death in the immediate family (parent, spouse, child, or sibling);
- Involuntary call to active military duty; or
- A situation in which the College is in error.

Emergency Leave of Absence

An emergency leave of absence may be granted to a student when a crisis significantly impairs the student's ability to function academically. Such crises may be medical or psychological, or may involve a tragedy such as a death in the family. In the case of medical (including psychological) issues, an appropriate professional (e.g. a physician or a licensed therapist) must certify that the student's situation prohibits continued academic involvement.

Application Procedure for an Emergency Leave

A student considering an emergency leave of absence (ELOA) should follow the procedure listed below:

1. The student contacts the Director of Counseling and Wellness in writing, in person, or by telephone to request an emergency leave.
2. The Director of Counseling and Wellness, after consulting with the appropriate staff and counseling or medical professionals, determines if an emergency leave is warranted.
3. The Director of Counseling and Wellness may set conditions for return to the College (continued therapy, hospitalization, etc.).
4. A letter confirming the leave is sent to the student with copies to the Provost, the Registrar, the student's contract sponsor, the Dean of Students, the Director of Financial Aid, and the Director of Housing.

Returning To New College after An Emergency Leave

To return to New College following an emergency leave of absence, a student should take the following steps and understand the following conditions:

1. The student must contact the Director of Counseling and Wellness to request clearance for readmission. If the Director set conditions for return to the College, the student must provide the Director evidence that these conditions have been met, including documentation from a licensed professional that states that s/he is capable of resuming academic activities.
2. A student who does not return to New College in the term following the emergency leave is considered withdrawn from the College and must apply for readmission through the Student Academic Status Committee (SASC), observing deadlines as outlined in the catalog. The student must still receive clearance from the Director of Counseling and Wellness.

A student considering an emergency leave of absence should be aware of the following conditions:

1. The deadline for granting emergency leave is the end of the twelfth week of the applicable term, the same date as the contract renegotiation deadline.
2. Emergency leave is for one semester only--the semester in which it is requested--and may be granted only once during a student's tenure at New College.
3. Emergency leaves are not granted during the ISP period.
4. A student may not register for an interterm or summer ISP following the semester of emergency leave.
5. A student on emergency leave may not live on campus, use College facilities and services or receive academic credit for the semester for which leave is granted, except for first-module courses or activities for which the work is completed before the leave.
6. A student on emergency leave is subject to the College's refund policy for tuition and housing.
7. A student on emergency leave who received Federal Title IV funds may have to repay a portion of those funds. See "Withdrawal and Financial Aid/Return of Title IV Funds" in the New College catalog.
8. A student on academic probation is not eligible for emergency leave.
9. If a student had any academic deficiencies (incomplete and/or unsatisfactory work) prior to taking emergency leave, those deficiencies are subject to academic review upon return.
10. A student who is on emergency leave is not eligible for a leave of absence the semester immediately following the emergency leave.
11. If the student takes emergency leave during the semester, after filing the semester contract, the semester contract will receive a designation of Unsatisfactory.

Withdrawal

You may withdraw from New College prior to graduation by completing a [Withdrawal Request form](#) (available on the Registrar's portal page), and obtaining the required signatures.

If withdrawing during the semester, the official date of withdrawal will be whichever of the following is earliest:

- the earliest date recorded on your Withdrawal Request form received by the Office of the Registrar
- the date that you provided notification to the Office of the Registrar of your intent to withdraw
- the last date of academically related activity that we document (if we determine that you stopped attending classes and tutorials prior to any of the dates above)

If withdrawing after the end of the semester, the official date of withdrawal will be the last day of classes of the semester. However, if we determine that you stopped attending classes and tutorials prior to the last day of classes, your official date of withdrawal will be the last date of academically related activity.

Financial aid and scholarship recipients, please note: If you withdraw, you may be responsible for repaying all or part of your aid. You may be liable for repaying a greater portion of your aid if you stop attending classes and tutorials prior to official withdrawal; in addition, if you hold a student loan, the start date of your repayment grace period may be backdated to the time you stop attending classes and tutorials.

Students who withdraw are subject to the College's policy on the refund of tuition and fees. A student whose registration has been canceled due to nonpayment, missing immunizations or a lack of health insurance will be administratively withdrawn from the College if s/he has not cleared his or her accounts or complied with these requirements by the end of the fourth week of classes. Students who have paid tuition for an ISP are eligible for refund if they withdraw by the last day of the semester before the ISP period.

Students considering withdrawal should be aware of the following conditions:

1. A student who has withdrawn may not live on campus, nor may he or she use College facilities or services, with the exception of the Library. He or she also may not support or participate in the social events on campus.
2. Students who withdraw are subject to the College's refund policy for tuition and housing.
3. Students who withdraw and receive Federal Title IV funds may have to repay a portion of those funds. See the section of the New College Catalog entitled "Withdrawal and Financial Aid / Return of Title IV Funds."
4. A student who wishes to return to New College after withdrawal should apply to the Student Academic Status Committee (SASC) for readmission.

5. If the student withdraws during the semester, after filing the semester contract, the semester contract will receive a designation of Unsatisfactory.
6. If the student withdraws during the January Interterm and was registered for an ISP, the ISP will receive a designation of Unsatisfactory.

Checklist for departure from campus

- Notify parents of intentions
- Talk with faculty advisor about plans
- Schedule an exit interview with the Dean of Students
- Meet with a Financial Aid counselor (to discuss possible future eligibility for aid, and whether return of Title IV or scholarship aid may be required)
- Check with the Business Office about account
- Leave forwarding address with the Office of the Registrar and update address in NewCLEIS
- Make an appointment with the Housing Office to check out of room
- Return room key to the Housing Office (there is a \$124 charge for keys not returned)
- Notify campus employer
- Notify the Director of Off-Campus Studies if application for to study off-campus is pending
- Return books to the library
- Inform professors of plans (the Office of the Registrar does this officially, but students who are withdrawing or taking a leave of absence should do it as a courtesy)