College of Eastern Idaho
1600 South 25th East • Idaho Falls, Idaho 83404-5788 • 208.524.3000 • www.cei.edu

Withdrawal Policy

Total Withdrawal

Students at CEI who receive federal financial aid and withdraw from all courses may be required to return a percentage of the federal financial aid received for that semester. Financial aid will be calculated in accordance with federal regulations to determine the earned and unearned portions of federal aid as of the date the student withdrew.

CEI applies the Return of Title IV Funds Policy, as outlined in the Federal Student Aid Handbook, to students who withdraw from all classes. The U.S. Department of Education regulates the administration of these funds. In some cases, a student who receives Title IV aid but does not complete the term is considered not to have earned all of the Title IV aid received. Affected students may be required to return the unearned portion of federal aid.

Refunds will be calculated in accordance with federal or institutional refund guidelines to ensure the appropriate amount is returned to the Federal Student Financial Aid Programs or to the student.

If a student contacts the CEI Financial Aid Office to withdraw, they will be referred to the Registrar's Office to complete the withdrawal process. Students who want to withdraw from all courses need to complete the Total Withdrawal form found on the Registrar Form/Links.

Students who drop one or more courses within the first week of the semester must notify the Financial Aid Office and return any over-awarded funds to the Cashier's Office at the time the course(s) are dropped. Students who complete a total withdrawal from all courses within the first week of the semester will be required to return all federal financial aid funds received.

No adjustments to financial aid awards will be made based on enrollment changes after the official add/drop date. Students who completely withdraw from all courses at any point during the semester are subject to the Return of Title IV Funds (R2T4) Policy and may be required to return a portion of the federal financial aid they received.

Students who receive financial aid disbursements and do not begin attendance are not eligible for those funds and must return any funds received.

Withdrawal Policy for Module Courses

A module course is defined as a course that does not span the entire sixteen (16) week semester. Students should be aware that withdrawing from or failing a module course may have financial implications, including the potential requirement to return a portion of federal financial aid received.

If a student enrolls in a module course and needs to withdraw for ANY reason; the withdrawal must be completed through the Registrar's Office.

If a student receives financial aid and drops or withdraws from a module course prior to the course start date, any applicable refund will first be applied to any outstanding institutional balance. Students may be responsible for returning any federal financial aid received.

If a student is enrolled in another module course that does not have a prerequisite, the student may remain enrolled in that course after consulting with the Registrar's Office.

If a module course is a prerequisite for another module course within the same term, the student must also withdraw from the subsequent module course(s).

Return of Title IV Funds

The following procedures apply to federal Title IV financial aid. CEI is required to determine the earned and unearned portions of Title IV aid a student was scheduled to receive.

Title IV aid is awarded and disbursed to students with the expectation that they will complete the term and progress toward their graduation. Students who receive Title IV aid and do not complete the term may be subject to federal regulations governing the return of funds. Federal regulations governing the Return of Title IV Funds process do not override the institutional refund policy.

A student who completes more than 60% of the term is considered to have earned 100% of the Title IV aid scheduled to be received. Students who complete 60% or less of the term may be required to return a portion of the unearned aid, as determined by federal regulations. In general, the earlier a student withdraws, the greater the portion of unearned aid that may need to be returned.

Federal regulations specify the following:

Withdrawal Date

For official withdrawals, the withdrawal date used for Return of Title IV funds calculations is the date the student withdraws from all courses, unless a different date of intent to withdraw is documented. Students who decide to stop attending should complete the official withdrawal process as soon as possible.

In the case of an unofficial withdrawal, where a student stops attending without completing the official withdrawal process, the institution will determine the withdrawal date in accordance with federal regulations.

Return of Title IV Funds by CEI

Federal regulations require CEI to calculate and return a portion of Title IV financial aid when a student withdraws from the institution. If the amount CEI is required to return exceeds the students institutional refund, the student may be responsible for repaying the difference to CEI.

If any portion of institutional charges remain after funds have been returned to Title IV programs and other applicable sources, the remaining amount will be returned to the student in accordance with institutional refund policies.

Order of Return of Title IV Funds

When returning Title IV funds in accordance with federal regulations, CEI follows the required return order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Direct PLUS Loan (Parent PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV federal student aid programs

Repayment Obligations

If a student does not begin attendance in classes, the student is not eligible for the federal financial aid disbursed and all aid must be returned in accordance with federal regulations.

If a student begins attendance but withdraws prior to completing the term, CEI will calculate repayment in accordance with federal Return of Title IV Funds regulations. The calculation is based on the student's withdrawal date, length of attendance, and the types of federal financial aid received. The results determine the amount of aid earned and the amount that must be returned by the institution and/or the student to the Title IV programs within federally required timeframes (usually within 30 days).