

# GUILFORD COLLEGE

## STUDENT FINANCIAL SERVICES

### **Institutional Withdrawal Policy Undergraduate and Graduate**

Students who withdraw are charged for tuition, fees, housing and meals, based on the following schedule:

#### **Fall 2025 Charges**

		Student Charged
First week of the term	Aug. 20 - Aug. 26	10%
Second week of the term	Aug. 27 to Sept. 2	25%
Third week of the term	Sept. 3 - Sept. 9	50%
Fourth week of the term	Sept. 10 - Sept. 16	75%
After the fourth week of the term	After Sept. 16	100%

#### **Spring 2026 Charges**

First week of the term	Jan. 12 - Jan. 19	10%
Second week of the term	Jan. 20 - Jan. 26	25%
Third week of the term	Jan. 27 - Feb. 2	50%
Fourth week of the term	Feb. 3 - Feb. 9	75%
After the fourth week of the term	After Feb. 9	100%

### **Return of Title IV (Federal) Policy**

Students who withdraw from all coursework before 60% of the semester is completed are subject to a return of Federal Title IV funds as required by federal regulation. Title IV refers to all federal financial aid funding sources: Pell Grants, SEOG Grants, Iraq/Afghanistan Service Grants, TEACH Grants, Federal Direct Stafford Loans (Subsidized and Unsubsidized) and Federal Direct PLUS Loans.

Example: A student withdraws on day 20 of a semester that is 95 days in length – The student would be eligible for 21.1% of any Title IV aid received. (20/95=21.05%). This percentage is the amount of Title IV aid that has been “earned” by the student.

For this example, the student received federal funding sources such as \$3,698 in Pell Grant, \$250 in SEOG and \$1,732 in Subsidized Federal Direct Stafford Loan totaling \$5,680 for the semester.

Total Federal Funds = \$5,680

multiplied by 21.05% = Federal Funds Earned of \$1195.64

Guilford College would be responsible to return \$4,484.36 of the federal funds back to the Department of Education (\$5,680 - \$1,198.48). This portion is considered “unearned” by the student.

The student would then be responsible for payment of these funds and any other outstanding balance to Guilford College after any adjustment is made. Only aid that is disbursed or could be disbursed is eligible to be included in

the total Title IV aid figure. (Example: The student fails to sign a Master Promissory Note (MPN)). All other federal aid programs that do not meet disbursement requirements will be cancelled in full.

### **Failing All Coursework**

Students who earn grades of all “F’s” or “I’s” in all classes by the end of the semester are subject to the Return of Title IV policy. Faculty is asked to verify the student’s last date of attendance in academically related activities and the withdrawal calculation is completed based on the date the student last attended a course.

### **Refund Order**

Title IV funds are returned in the following order:

Federal Direct Unsubsidized Stafford Loan

Federal Direct Subsidized Stafford Loan

Federal Direct PLUS Loan

Federal Pell Grant

Federal SEOG

Federal TEACH Grant

Iraq and Afghanistan Service Grant

### **Institutional Merit and Need Based Funds**

Any funding that students receive that is considered institutional (Examples include but are not limited to: Nathan Hunt Scholarship, Eugene Thompson Scholarships, Guilford Housing Grant, Visit Grant, Guilford College Grant and/or Endowments etc.) will be prorated based on amount of charged as listed above. (Students will receive 10% of the total Guilford College funds for the term if they are charged 10% and withdraw in the first week).

### **North Carolina Need Based Scholarship**

North Carolina Need Based funds received be prorated as students must be enrolled at least 35% of the semester to receive full award amounts. Students who withdraw prior to completing 35% of the semester will have their grant amount prorated.

### **Unofficial Withdrawal Policy**

Students who leave the college without notification are considered an unofficial withdrawal. Once faculty or any office/staff on campus is made aware of a student’s unofficial withdrawal, they should notify the Financial Aid Office and the Director of Academic Support Service as soon as possible.

The Director of Academic Support will contact faculty regarding the student’s last date of attendance in an academically related activity. Faculty or staff are expected to respond on the request for information as quickly as possible as there is a limited time frame to complete the Return of Title IV process. Students who unofficially withdraw are subject to the same policies as those who notify the appropriate offices to officially withdrawal. Once the last date of attendance has been verified, the Financial Aid Office will complete the Title IV withdrawal calculation based on the policy above.

### **Disclosures**

The Return of Title IV Policy is listed on the Financial Aid website and in the Consumer Information Disclosures on the Guilford College website. Once official withdrawal dates are received, financial calculations are completed and financial aid awards updated based on the students last date of attendance of an academically related activity.

Students receive a letter by email or at their home address on file detailing the amounts and programs returned to the

Department of Education from the Director of Financial Aid. Students are encouraged to contact the Student Accounts Office to inquire about any updated balance due to the institution or the Department of Education. If the student is eligible for a post-withdrawal/late disbursement of funds, a letter is mailed to the home address notifying the student of the programs and amounts of eligible disbursements. Grant disbursements will be automatically credited to the Student Account on the student's behalf, while loan funds must be accepted by the borrower. The student or parent borrower will have approximately two weeks to accept or decline these disbursement proceeds in writing. The Return of Title IV return will occur as soon as possible but no later than 45 days after receiving the student's last date in an academically related activity.

### **Withdrawal Procedures**

1. Complete the Petition for Withdrawal/Leave of Absence Form and return it to the Director of Academic Support Services in Founders Hall-Room 210F. Students should schedule an exit interview with this office. This form will require the student to visit the Financial Aid Office to discuss any impact to financial aid upon withdrawal.
2. If leaving while a semester is underway, the student has 24 hours to checkout of his/her/their room. Students leaving at the end of a semester should follow the guidelines for end-of-semester checkout as provided by the department of Residence Life. Failure to do so without prior permission may result in additional room and board charges. A student who withdraws from Guilford College will no longer have access to the services made available to enrolled students. This includes, but is not limited to, IT&S functions such as Guilford email and share space, health and counseling services, housing, and dining services
3. Before leaving campus remember to: Fill out mail forwarding card in mailroom, return library materials, return IT&S equipment (digital cameras, laptops, etc.), save info from email and shared spaces