



**2010-2011**  
**Financial Aid Department**  
**570 Golden Eagle Avenue**  
**Quincy, CA 95971**  
**Financial Aid Change in Enrollment**  
**Policy**  
**530-283-0202**

Federal regulations require that students receiving Title IV aid earn that aid by attending and satisfactorily completing the classes they are funded for each semester. It is the established policy at Feather River College that the Financial Aid Office will monitor and evaluate a recipient's enrollment during each semester, making the necessary changes to aid disbursed that may result from changes in that enrollment. A Financial Aid (FA) Enrollment Revision Deadline is established for each semester to correspond with the last day to drop full-term classes for that semester.

As a student at FRC, you are expected to take control of your enrollment each semester, to know what classes you are taking, to be sure you are *actually registered* for those same classes *in the correct sections* and to attend your classes. FRC students are only eligible for PELL Grant, ACG Grant and Cal Grant funds covering classes that (1) they are attending and (2) that they were registered for effective the FA Enrollment Revision Deadline. You are not eligible to receive these grant funds for classes that you dropped before they started or for any classes that you did not show up for. Also, if you dropped a class early in the semester, you were expected to replace those units and finalize your enrollment for the semester BEFORE the FA Enrollment Revision Deadline.

Students who request federal student loans or whose parents request parent PLUS loans must be enrolled in a minimum of 6 units each semester in order for the loans to disburse. First time borrowers loans cannot disburse into student accounts until 30 days after the first day of classes; refunds are available 1-2 weeks later. Single semester loans will be disbursed in two payments.

#### **FEDERAL AND STATE GRANT DISBURSEMENTS**

At FRC the Pell Grant is disbursed in two payments each semester, one the first week of classes and the second the first week of the second 8 or 9 week session. The ACG and Cal Grants are each disbursed in a single payment after the FA Enrollment Revision Deadline.

The first (half) disbursement of the Pell and the ACG and Cal Grant disbursements reflect the number of units registered for at the time the grants disburse into the student account. If a student adds or drops units, the grant disbursements may increase or decrease accordingly.

At the time of the second Pell disbursement, the system ensures that the total amount of Pell you receive for the semester correlates with your "frozen" financial aid enrollment. If your "frozen" financial aid enrollment is adjusted after the second disbursement, then your grant disbursement(s) will be adjusted further according to federal and state regulations.

#### **POSSIBLE OVERPAYMENT OF FEDERAL AND/OR STATE FINANCIAL AID DUE TO CHANGE IN ENROLLMENT**

Each semester has a financial aid Enrollment Revision Deadline. The amount of Pell Grant, Cal Grant and ACG a student is eligible to receive for the semester will correspond to the student's enrollment on the revision deadline. However, if a student receives financial aid based on a particular number of units and later drops units before a short-term class begins and/or is no show dropped from a class resulting in a reduction in level of enrollment, the student may owe a repayment.

FRC will send letters to students who have received overpayments for the semester, notifying the students that they are responsible for repaying some of the aid previously received. Students with

overpayments will have 30 calendar days to (1) repay these funds in a single payment to the college who will then return the funds to the Federal Government or (2) request to make satisfactory payment arrangements to repay the government over time. If the student does not take care of this matter within the 30 days, the matter will be referred to the Federal Government for collections which will result in the student becoming immediately ineligible for Federal Aid at FRC and all other colleges in the country.

Contact the Financial Aid Office for more information on overpayment of funds and how it may affect your future eligibility for financial aid.

### **COMPLETE WITHDRAWAL FROM CLASSES FOR A SEMESTER**

Federal aid recipients who begin attendance in a given semester but who withdraw from school before completing 60% of the semester may be subject to repayment of federal aid, called "Return of Title IV Funds". "Withdrawal" includes students who submit withdrawal forms as well as students who drop all classes, are dropped by all instructors, or do not earn any units for the semester.

Federal formulas are used to determine how much financial aid a withdrawn student has "earned"; unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she may be eligible to receive a post-withdrawal disbursement.

Under federal regulations, the school and/or the student may be responsible for returning funds to the Federal Government.

#### **Funds the student is responsible to return:**

Once FRC notifies the withdrawn student that s/he is responsible for repaying some of the aid previously received, the student will have 45 calendar days to (1) repay these funds in a single payment to the college who will then return the funds to the Federal Government or (2) request to make satisfactory payment arrangements to repay the government over time. If the student does not take care of this matter within the 45 days, the matter will be referred to the Federal Government for collections which will result in the student becoming immediately ineligible for Federal Aid at FRC and all other colleges in the country.

#### **Funds the college is responsible to return:**

The college will immediately return to the government any funds the institution is responsible to repay due to the student's withdrawal. FRC will then bill the student on the student billing account in order to recover funds returned to the government. In addition to owing monies to the college, a hold will be placed on the student's account which will prevent registration and the release of transcripts. The student will also be given a deadline within which to repay this money; funds not repaid by this deadline will be referred to Collections.