

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4356**

- SUBJECT:** Change in Enrollment Status Policy
- REFERENCE:** Higher Education Act of 1965 (as amended); HEA, Section 484B, 34 CFR 668.22; West Virginia Code §18C-5-5; §18C-5-7; §18C-7-6; SCP 5050, *Assessment, Payment, and Refund of Tuition and Fees*; SCP XXXX, *Return of Title IV Funds (R2T4)*
- ORIGINATION:** January 1, 1985
- EFFECTIVE:** January 1, 1985
- REVIEWED:** May 23, 2022

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to communicate the process in which enrollment status may be changed, and defines the manner in which financial assistance received by an eligible student is affected by a change in enrollment status.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all students enrolled in academic credit-based classes.

SECTION 3. DEFINITIONS

- 3.1 Enrollment - Student enrollment refers to the act of registering and paying for specific classes in a student's chosen program of study. The enrollment process is completed after a student has paid tuition in full, completed all financial aid requirements to secure a tuition payment, or completed the proper documentation to enroll in the installment tuition payment plan.
- 3.2 Class Drop – Dropping a class is unenrolling the class by a certain deadline. When a student drops a class from their schedule, the course is completely erased from the student's class schedule. Dropped courses do not appear on the student's official academic record and do not incur tuition and fee charges.
- 3.3 Official Withdrawal - After the drop period, if a student finds it necessary to withdraw from class or from the College, he/she must complete the withdrawal process. The specific last day to withdraw in an academic term is published in the academic calendar included in the catalog. Students withdrawing during this time period will receive a grade of “W”. To officially withdraw, the student must contact a Student Success representative or faculty advisor.
- 3.4 Unofficial Withdrawal - If a student ceases to attend, fails to officially withdraw, and does not successfully complete at least one course with an A, B, C, or D, the student will be considered unofficially withdrawn as of the late day of attendance. The final burden of proof of attendance is required of the student.
- 3.5 Administrative Drop – A decision by the College to drop a student from an academic credit-based course or courses for nonpayment of tuition or fees, or for being verified as non-attendance.

- 3.6 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.

SECTION 4. POLICY

4.1 Enrollment Status

- 4.1.1 A student may choose to change his/her enrollment status by dropping or withdrawing from class(es). Regardless of the action, both must be completed by the published deadline to be effective. The student should discuss the financial impact of the drop or withdraw with the Financial Assistance Office, as well as the Business Office.
- 4.1.2 Students who enroll but never attend classes are considered “no-show” and are not entitled to financial assistance. All financial assistance received by the student and/or the institution must be returned.
- 4.1.3 If students withdraw from all classes within the first 60% of a semester, a recalculation of the financial aid award must occur. After 60% of the semester is completed, no recalculation is required.
- 4.1.4 Students receive financial assistance based on current enrollment status when verified by the Financial Assistance Office. Changes in enrollment that occur before financial assistance funds are applied to students’ accounts require review and recalculation.

4.2 Tuition Refund

- 4.2.1 In cases where a student has a change in enrollment status and is eligible for a refund, the tuition refund will be returned to the federal aid programs based on the refund policy for the current semester.
- 4.2.2 The amount to be returned to the federal programs will be refunded in the following priority order, but will not exceed the amount the student received from each program:
- 4.2.2.1 Unsubsidized Federal Direct Loans
 - 4.2.2.2 Subsidized Direct Loans
 - 4.2.2.3 Direct PLUS Loans
 - 4.2.2.4 Federal Pell Grant;
 - 4.2.2.5 Iraq and Afghanistan Grant
 - 4.2.2.6 Federal Supplemental Educational Opportunity Grant (FSEOG)

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 The College publishes the deadline dates by which the classes may be dropped or withdrawn. The student must contact a Student Success representative or faculty advisor to initiate the drop or withdrawal process.
- 6.2 Classes dropped during the drop period will not appear on student’s transcript.
- 6.3 Students withdrawing during the withdrawal period will receive a grade of “W” on their transcript.

6.4 Failure to do so may adversely affect grades and/or financial assistance eligibility.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The student must initiate the drop or withdrawal process by the published deadline date.
- 7.2 The student should contact a Student Success representative or faculty advisor who will assist the student in the process to drop or withdraw.
- 7.3 The Financial Assistance Office will verify student aid awards and student tuition refunds with regard to Return of Title IV funds.
- 7.4 The Business Office will establish refund procedures in compliance with federal and state policies.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

President Date

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and technical changes.

April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

May 2022 – Revisions made to widen the scope of the policy to all students enrolled, with particular interest in students receiving financial assistance.