



**Hinds Community College**  
**Office of Financial Aid**  
Return of Title IV Policy

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Special rules apply when students withdraw after receiving Title IV financial aid for the term from any of the following programs:

- Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (SEOG)
  - William D. Ford Federal Direct Loan Program
  - Federal PLUS Loan (borrowed on the student's behalf)
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The Higher Education Amendments of 1998 define withdrawal as failure to complete the period of attendance on which federal aid eligibility was based and Unofficial withdrawals as those students who simply stop attending class. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending classes. In either case, when a recipient of Title IV funds ceases attendance during a term, the college must calculate how much was earned by the student.

These rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned. If a student withdraws on or before the 60% point of the enrollment period, the percentage of aid earned is equal to the percentage of time completed and must be returned to Title IV within 45 days the school determined the student withdrew. A student, who remains enrolled beyond the 60% point of the enrollment period, has earned 100% of the aid for that period.

Hinds Community College will return all unearned amount of all Title IV Funds to the Department of Education. The amount returned will be charged back to the student's college account in the business office. Funds will be returned to the applicable Title IV aid programs in the following order:

- (1) Federal Unsubsidized Loan
- (2) Federal Subsidized Loan
- (3) PLUS Loan
- (4) Federal Pell Grant
- (5) Federal Supplemental Educational Opportunity Grant
- (6) Other Title IV Aid

All withdrawals (official and unofficial) are determined by the institution by a weekly report that identifies all Title IV recipients that have received a grade of F or W. The return to Title IV calculation will be completed using the first day we became aware the student has ceased attendance. After this calculation has been completed the student might be entitled to a postwithdrawal disbursement which must be sent to the student within 45 days of the date the school determined the student withdrew. This type of disbursement is received after the student has withdrawn from school but they have earned a greater percentage of aid that has been advanced to them.

**Hinds Community College Notice of Non-discrimination Statement:**

Hinds Community College is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President, Utica Campus, 34175 Hwy. 18, Utica, MS 39175; 601.885.7001.

**Disability Support Services Statement:**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.