

## **R2T4 Refund Procedure**

### **Official Withdrawals**

- A request to leave a class after the end of the published add/drop period is considered a withdrawal.
- Students may initiate the withdrawal request by completing a withdrawal card at the Information Desk in the Alexander Student Center or by sending an email from the NCMC-issued email account to Registrar@mail.ncmissouri.edu. All email requests are recorded on withdrawal cards by office staff.
- A grade of “W” is assigned in classes when students withdraw.
- When a student withdraws from all coursework for a term, enrollment status is changed to “Withdrawn” and the withdrawal date is entered on the Academic tab in the Student Workflow.
- Copies of all withdrawal cards are forwarded to the Financial Aid Office for review.

### **Process for Title IV recipients who completely withdraw from all classes**

1. Financial Aid Cashier reviews withdrawal forms from the Registrar’s Office. If the student is enrolled in at least one module course, forms are forwarded to the Associate Director of Financial Aid for further review.
  - a. Associate Director reviews to determine if student is still attending other courses, if student is scheduled to attend future modules within same period of enrollment, or if student is a complete withdrawal.
2. Review Register Tab in PowerCampus to determine if student is enrolled in any modular courses. If yes, print a screenshot of the Register Tab.
3. Print transcript in PowerCampus; confirm all classes are withdrawn or for students enrolled in modular courses, that the student is no longer attending any courses.
4. Print current statement from PowerCampus.
5. Give all above information to Associate Director of Financial Aid for completion of the R2T4 calculation within the 30 days of the date of determination of the withdrawal.
6. Complete the R2T4 calculation worksheet provided through CPS.
7. Print worksheet.
8. If recalculation involves a loan, forward worksheet to Loan Processor who initiates return of unearned funds through COD and the Business Office within the 45 day time period required by regulation.
9. If recalculation involves Pell Grant or SEOG, the Associate Director of Financial Aid initiates return of unearned funds through COD and the Business Office within the 45 day time period required by regulation.
10. Enter the withdrawal date on the academic profile screen in PowerFAIDS and an R2 comment (R2T4 calculation has been completed) to the student’s electronic record.
11. An R2T4 letter is generated to the student through PowerFAIDS.
12. If student is eligible for post-withdrawal disbursement (PWD), a PWD letter is generated to the student through PowerFAIDS. Federal grants will be disbursed and loans cancelled if written confirmation from student, or parent borrowers of PLUS loans, is not received within 14 days from the date of notification to the student.

## **R2T4 Refund Procedure**

### **Unofficial Withdrawals**

- Faculty members are required to submit a last date of attendance for any student who fails a class.
- Dates are entered on the grading roster at the time final grades are submitted.
- Beginning 2011-12, the midpoint of the semester is used as the withdrawal date for students who stop attending classes without notifying NCMC.

### **Process for Title IV recipients who unofficially withdraw from all classes**

1. Associate Director of Financial Aid runs unofficial withdrawal reports from the Report Manager for the following groups of students: any student who earned all F/X/W or combination thereof; any student enrolled in at least one module course and standard term course; any student enrolled in all modular courses who earns at least one F/X/W or combination thereof.
2. Review students who have failed to complete all courses for the term.
3. Examine last date of attendance to remove students who have earned an F/X by completing the course.
4. Print current statement from PowerCampus.
5. Print transcript from PowerCampus.
6. For students enrolled in modular courses, print a copy of the Register Tab in PowerCampus.
7. Complete the R2T4 calculation worksheet provided through CPS within the 30 days of the date of determination.
8. Print worksheet.
9. If recalculation involves a loan, forward worksheet to Loan Processor who initiates return of unearned funds through COD and the Business Office within the 45 day time period required by regulation.
10. If recalculation involves Pell Grant or SEOG, the Associate Director of Financial Aid initiates return of unearned funds through COD and the Business Office within the 45 day time period required by regulation.
11. Enter an R2 comment (R2T4 calculation has been completed) to the student's electronic record.
12. An R2T4 letter is generated to the student through PowerFAIDS.
13. If student is eligible for PWD, a PWD letter is generated to the student through PowerFAIDS. Federal grants will be disbursed and loans cancelled if written confirmation from student, or parent borrowers of PLUS loans, is not received within 14 days from the date of notification to the student.

## R2T4 Refund Procedure

### Recording and Treatment of Drops and Withdrawals

#### Official Withdrawals/Drops

Students have until the end of the published add/drop period to enroll or make schedule changes. Tuition and fees for classes dropped prior to the published add/drop deadline will be refunded in full and Title IV aid will be adjusted based on enrollment status, if necessary.

#### Enrollment Confirmation and Verification of Student Participation

Faculty must have at least one substantive, required course activity during the **first ten calendar days** in an 8-week or full semester course, or within the **first six calendar days** of a 4-week course. Faculty is required to verify enrollment and student participation at the end of the second week of a regular Fall or Spring semester (end of first week of Summer term). In an 8-week or full semester on-ground class, if a student fails to attend during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week class, if a student fails to attend during the **first six calendar days** of the semester, an administrative drop will occur.

In an 8-week or full-semester online class, if a student does not complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first ten calendar days** of the semester, an administrative drop will occur. In a 4-week online class, if a student fails to complete at least one substantive activity (activity or assignment that impacts the final grade) during the **first six calendar days** of the semester, an administrative drop will occur.

- Verification forms are distributed to faculty, via email, at the end of the second week of the term.
- Faculty complete forms and submit to the Registrar's Office as email attachments or in print by the third working day after the end of the second week.
- Schedules are printed for every student reported as a non-participant in class.
  - a. Reported classes are highlighted on schedules
  - b. Students are dropped from rosters of reported classes
- Notices are sent to students of dropped courses.
- Copies of all drops are sent to Student Accounts.
- Copies of student schedules, with highlighted, dropped courses, are sent to the Financial Aid Department.
- Faculty reports are kept on file in the Registrar's Office for three years.

Course syllabi must clearly document participation requirements and the consequences for failure to actively engage in courses at the beginning of a semester.