

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

**SUBJECT:** Financial Aid Recipient - Change in Enrollment Policy

**REFERENCE:** West Virginia Code §18C-5-5; §18C-5-7; §18C-7-6  
Title IV, Higher Education Act of 1965 (as amended)

**ORIGINATION:** January 1, 1985

**EFFECTIVE:** September 16, 2016

**REVIEWED:** December 2015

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to define the manner in which financial assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all students receiving financial assistance.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 Enrollment Status

4.1.1 Students who enroll but never attend classes are not entitled to financial assistance.

4.1.2 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.

4.1.3 Students receive financial assistance based on current enrollment status when verified by the financial assistance office on the financial aid census date. Changes in enrollment that occur before financial assistance funds are applied to students' accounts require review and recalculation. Late start classes will be handled on an individual basis.

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 All Loan Programs,
- 4.2.2.2 Federal Pell Grant,
- 4.2.2.3 Federal Supplemental Educational Opportunity Grant (SEOG),
- 4.2.2.4 West Virginia Higher Education Grant (WVHEG).

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES**

7.1 The Financial Assistance Office will verify student aid awards and student tuition refunds. 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**

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**Board of Governors Chair**                      **Date**

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**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.

December 2015 – Revisions provide clarity and reflect grammar and technical changes.