

Unofficial Withdrawals Policy

Federal Regulations (Section 668.22) require that it is the responsibility of the institution to develop a mechanism for determining whether a student who is a recipient of Title IV grant or loan funds has ceased attendance without notification during a period of enrollment. This regulation requires a school to identify and resolve instances where attendance through the end of the period could not be confirmed for a student.

To comply with these regulations the following steps will be taken to identify such students at Mayville State:

1. A list of students who received all F's or I's for a term (period of enrollment) will be extracted from the Registrar's Office records.
2. A letter/email will be sent to all of the student's class instructors asking them to document the last known date of an academically-related activity for the student, i.e., an exam, daily assignment, attendance in class, etc.
3. If the latest date any instructor can document is after the 60% point in the enrollment period, the student is considered to have earned 100% of their financial aid funds and no further action will be required. If the latest date is before the 60% point in the term, the latest documented date or the 50% point in the term (whichever is later) will be used as the last date of attendance by the student.
4. Based on the last date of attendance, a Return of Title IV funds worksheet will be processed to determine the type(s) and amount(s) of financial aid to be returned.
5. All financial aid funds to be returned will be the responsibility of the student. The institution will not refund any tuition, fee, and room or board charges.
6. A letter, a Return of Title IV Funds Worksheet and MSU's policy on unofficial withdrawals will be mailed to the student notifying them of their obligation at the time the institution returns the financial aid funds.
7. A Business Office hold will be placed on the student's record at MSU. Institutional collection procedures will be followed in accordance with NDUS Policy 513.
8. Students will also be placed on Financial Aid Termination following the term in which they receive all F's or I's.

Reviewed: Fall, 2008

Sponsor: President's Cabinet