The Office of Financial Aid (OFA) monitors enrollment levels (number of credit hours taken) each term. If you drop courses and fall below the minimum credit hour requirements, you may be required to repay all or part of the aid you received. If you consider dropping a class, it is important to discuss your situation with a financial aid counselor before dropping.

**PARTIAL WITHDRAWAL**
Dropping courses within the term may require you to repay a portion or all of the federal, state, and institutional aid you received. You may be subject to a return of funds based on your last date of attendance of the term. If you are considering dropping a class, it is important to visit with a financial aid adviser before dropping to determine the impact on your financial aid.

**COMPLETE WITHDRAWAL FROM ALL CLASSES**
If you withdraw from all of your courses, you and Wichita State University (WSU) may be expected to repay some or all of the federal financial aid you have received for the semester – including any refunds. If you completely withdraw prior to the start of your courses, or never attend, all federal financial aid—including loans—must be returned to the federal aid programs. All refunded amounts will be required to be returned to the Accounts Receivable Office in 201 Jardine Hall. Additionally, if you withdraw within a WSU refund period, the OFA is required by federal law to determine whether your WSU refund should repay a portion or all of the financial aid that you received. If you completely withdraw prior to the start of your courses, or never attend, all federal financial aid—including loans—must be returned to the federal aid programs.

The date of withdrawal or last date of academically related activity determines how much aid you and the university are expected to repay to the aid programs. A sample calculation is provided on the reverse side.

After you withdraw, if WSU is required to return more money than is available from your tuition refund, you will be required to pay the difference to the Accounts Receivable Office.

**WITHDRAWAL AND GRANTS**
If you are a Federal Grant Aid recipient (Pell Grant, Supplemental Educational Opportunity Grant, and/or TEACH Grant), Federal Student Aid Regulations require that you begin academically related activity in all classes for which WSU disbursed these funds.

Please note, academically related activities include, but are not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and student(s), submitting an academic assignment, taking an exam, an interactive tutorial or computer-assisted instruction, etc.

**WITHDRAWAL AND STUDENT LOANS**
Any pending disbursement of your Federal Direct Stafford Subsidized, Unsubsidized, Grad PLUS, and/or PLUS loan(s) may be cancelled if you withdraw or drop below half-time enrollment.

Additionally, the grace period on your Federal Stafford Subsidized and Unsubsidized loans and Federal Perkins loans will begin once you withdraw or drop below halftime enrollment (six credit hours-undergraduate; five credit hours-graduate). Federal Stafford Subsidized and Unsubsidized loan borrowers have a six-month grace period before repayment is required. Federal Perkins borrowers have a nine-month grace period.

If you withdraw or drop below half-time enrollment, and you have a Federal Stafford Subsidized, Unsubsidized, or Grad PLUS loan, you should contact your loan servicer. If you have a Federal Perkins loan, you should contact the WSU Perkins Loan Office at (316) 978-6824.

**WITHDRAWAL AND WSU SCHOLARSHIPS**
If you fall below the required hours of enrollment, your scholarship awards will be withdrawn. If you drop courses within Wichita State's institutional refund periods, your refund will be used to repay a portion or all of your scholarship(s). After the WSU refund period, if you fail to continue to meet the requirements of your awarded scholarship, you may be required to repay your scholarship or have adjustments made to future scholarship awards. You must contact your academic college and/or your awarding department for details on the impact of the withdrawal to current and future scholarships.

**FUTURE FINANCIAL AID ELIGIBILITY (SATISFACTORY ACADEMIC PROGRESS)**
Dropping courses can affect your future eligibility for financial aid under the guidelines for Satisfactory Academic Progress (SAP) standards. Please refer to the SAP policy on our website at www.wichita.edu/finaidforms or visit the Office of Financial Aid for more information.

**NOTICE OF NONDISCRIMINATION**
Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone 316-978-3186.
The WSU Office of Financial Aid is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw**, cease attendance, or are dismissed prior to completing 60% of the semester.

This is the required federal return policy and does not take into account WSU’s policy of 100%, 80%, 60%, and 40% institutional tuition refund.

The return of funds for Title IV recipients is a federally mandated calculation which calculates the portion of federal loans and grants the student earned by comparing the student’s period of enrollment to the number of days completed before the student officially or unofficially withdrew.

If Wichita State is required to return more money than is available from any tuition refund, then the student will show unpaid tuition and will be responsible for paying that difference to the Accounts Receivable Office.

**Title IV Repayment Example**

Sally Shocker initially enrolled in 14 credit hours at Wichita State for the fall semester and was assessed tuition and fees of $3,390.80. Sally received $2,865 Pell Grant, $1,750 Stafford Subsidized Loan, and $1,000 Stafford Unsubsidized Loan. After attending 22 days of the semester, Sally decides to withdraw from Wichita State during the 40% tuition refund period and informs all appropriate departments.

<table>
<thead>
<tr>
<th>CALCULATION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Divide the number of days attended by the period of enrollment. Example: 22 days completed/112 days in enrollment period =</td>
<td>Percentage of term completed 19.6% Greater than 60% All aid is earned; no further steps Less than 60% Use percent of term completed</td>
</tr>
<tr>
<td>2 Subtract percentage completed from 100 Example: 100 - 19.6 =</td>
<td>Percentage of term not completed 80.4%</td>
</tr>
<tr>
<td>3 Multiply total federal aid by percent of term not completed. Example: $2,865 Pell Grant + $1,750 Federal Stafford Subsidized Loan + $1,000 Federal Stafford Unsubsidized Loan = $5,615 Total Federal Aid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount of aid that is unearned $4,514</td>
</tr>
<tr>
<td>4 Use lesser of: Amount of unearned aid to be returned by WSU</td>
<td>Amount of unearned aid to be returned by WSU $2,726</td>
</tr>
</tbody>
</table>

WSU is required to return $1,000 to Sally’s Federal Direct Unsubsidized Loan and $1,726 to Sally’s Federal Direct Subsidized Loan. WSU will deduct Sally’s WSU 40% tuition refund of $2,034.48. Sally will owe WSU $691.52.

Return Distribution - Prescribed by Federal Law and Regulation

The refund is applied to the programs in the order they are listed:

1. Federal Stafford Unsubsidized Loan
2. Federal Stafford Subsidized Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal Parent PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Teacher Education Assistance for College and Higher Education Grant (TEACH)
9. Other Title IV Aid Programs

*Federal financial aid consists of the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Teacher Education Assistance for College and Higher Education Grant (TEACH), Perkins Loan, Stafford Unsubsidized Loan, Stafford Subsidized Loan, and Graduate PLUS/PLUS Loans.

** The withdrawal date is defined as the date the student begins the institutional withdrawal process or the last date of recorded attendance.