Return of Funds Policy

Withdraw From Classes
Students who drop or withdraw from their classes will have their tuition charges adjusted according to Mott’s tuition refund policy. If a student finds it necessary to drop/withdraw during a semester, they must notify the Registration Office to complete the necessary drop/withdrawal paperwork.

Title IV aid that was received during a semester will be recalculated to determine how much has been earned if a student has:

1. Officially withdrawn from ALL courses within a semester, or
2. Officially withdrawn from a course AND is or was enrolled in a 1st, 2nd, late start session or math module courses, or
3. Received failing grades in ALL of the courses they are enrolled within a semester, or 4. Has ceased attendance in all of the courses they are enrolled in.
5. Fails all first half courses and withdraws from all second half courses.

If a student withdraws or stops attending ALL their classes, they may be responsible for a portion of the charges they’ve incurred, which is calculated based on the last date of attendance reported for them by their instructors.

Example: A student received a Federal Pell Grant for a payment period. They withdrew from classes after 30% of the payment period (semester or clock hour program) had been completed. 30% of their aid was earned and will not be adjusted. The other 70% was not earned and must be returned to the Department of Education. Using the Return of Funds (ROF) calculation, funds will be returned to the Department of Education and the student may owe money to MCC. The amounts owed depend on a number of factors, including tuition, fees, book charges, type of aid received, and refunds received. MCC will return the funds to the Department of Education for the student and will bill her for the portion owed to MCC.

Title IV funding must be returned to the following federal programs in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- PLUS Loan
- Pell Grant
- Supplemental Education Opportunity Grant (SEOG)
- Other federal, state, private, or institutional student assistance.
Once a student has completed more than 60% of the semester, the student has earned the aid they’ve already received. Generally, a student is considered to have completed more than 60% of the semester if they attend through or beyond:

- Week 10 of a traditional fall or winter 16 week enrollment period
- Week 5 of a traditional summer or spring 8 week enrollment period
- Week 8 of a late start 12 week enrollment period
- Week 5 of a 1st or 2nd session 8 week enrollment period.

If the return of funds calculation results in a balance owed by the student to the college, the balance is the student’s responsibility and may result in the balance being referred to a collection agency. In rare occasions, the student’s earned aid is greater than the tuition, fees, and/or bookstore charges. In these occasions, the student will be notified. If the aid involved is direct loans, the student will be asked to confirm whether they still wish to accept the aid.

**Failing Courses**

A return of funds calculation will be done when a student receives failing grades in all of the courses they are enrolled in a semester or fails all first half courses and withdraws from all second half courses.

In these cases, the students last day of attendance will be used to determine the percentage of earned aid for the payment period.

Example: A student received a Federal Pell Grant for a payment period. They failed all their courses and stopped attending after 30% of the payment period (semester or clock hour program) had been completed. 30% of their aid was earned and will not be adjusted. The other 70% was not earned and must be returned to the Department of Education. Using the Return of Funds (ROF) calculation, funds will be returned to the Department of Education and the student may owe money to MCC. The amounts owed depend on a number of factors, including tuition, fees, book charges, type of aid received, and refunds received. MCC will return the funds to the Department of Education for the student and will bill her for the portion owed to MCC.
**Never Attend Class(es) Enrolled**

In order to receive funds from any Title IV program, a student must attend the classes they are enrolled in, which are used to compute their financial aid eligibility. If a student NEVER attends the classes they are enrolled in, the Student Financial Services office will review the student's financial aid eligibility and may adjust the award(s) based on the classes attended. The student will be responsible for any outstanding balance owed on account.

A student withdrawing from class and/or never attending classes may also affect the student’s academic progress and result in termination of financial assistance. Please review Mott’s SAP requirements for more details on how to remain in satisfactory academic standing.

Return of funds calculations are performed throughout the semester, and are completed within 45 days of the end of each semester. Students will be notified via email if a calculation has been performed on their account, and can view their updated award information on their MCC4Me account.