



How an Incomplete/Withdrawal Could Impact Your Financial Aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that you will attend CET for the entire period in which federal financial aid assistance will be awarded. If you do not complete or withdraw from the program for any reason, you may no longer be eligible for the full amount of Title IV funds that you were originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated calculation is used to determine the amount of federal student aid funds you will have earned at the time of the incomplete/withdrawal. If you leave or withdraw at or prior to completing 60% of scheduled hours in a Payment Period, your financial aid awards will be pro-rated and CET may be required to return funds to the federal student aid program and you may owe a balance due to CET that may be created by the funds refunded to U.S. Department of Education.

It is your responsibility to return unearned Title IV funds that were disbursed to you. Unearned Title IV fund loan proceeds paid to you must be repaid under the terms and conditions of the promissory note.

Unearned Title IV fund grant proceeds paid to you must be returned by you to the Department of Education.

- The amount of grant proceeds you must repay is limited to the amount by which the grant overpayment exceeds half of the original grant funds.
- An overpayment of \$50 or less does not have to be repaid.
- You must make arrangements with the Department of Education to return such grant proceeds within 14 days of the date of notice of overpayment.
- You will be reported to the National Student Loan Data System (NSLDS) if you do not make repayment arrangements within 14 days of the date of the notice of overpayment. This will result in the loss of any further financial aid eligibility.

An estimate of the amount of aid the student may earn and an estimate of the amount of aid the student may have to return:

Calculating your earned Title IV funds:

Step 1: Percentage of enrollment period you completed

Number of hours completed ÷ Number of hours in the Payment Period = Percentage completed (A)

If (A) >60% then (A) = 100%

Step 2: Amount of financial aid earned

Percentage completed (A) x Total aid = Earned aid (B)

Step 3: Determine the amount of CET charges assessed

Percentage completed (A) x Total CET charges = Assessed charges (C)

Step 4: Amount of financial aid that must be refunded:

Total aid – Earned Aid (B) = Unearned aid that must be returned (D)

If unearned aid (D) > assessed charges (C) then (D) equals the unearned aid that you need to return.

If unearned aid (D) < assessed charges (C) then (D) equals the unearned aid that will be returned by CET.

Example calculation for illustration purposes only:

The following is an example of a return of funds for a student who withdrew from a 630 program on 130 hours of the 315 hours in the Payment Period (half of the scheduled program hours). This student would have earned 41.2% of their Title IV funds for the Payment Period ($130/315 = 41.2\%$). The remaining amount would have to be returned to the appropriate source.



	Awarded Financial Aid	Earned Financial Aid
Federal Direct Stafford Loan	\$1,698	\$288
Pell Grant	\$700	\$700
Third Party funding	\$1,200	\$1,200
Private Scholarship	\$900	\$900
Total	\$4,498	\$3,088

Refunds

In the event that you have received less aid than the amount of financial aid that you have earned at the time of incomplete/withdrawal, you are eligible to receive those funds.

CET will notify you of your eligibility of a post-withdrawal disbursement of aid. You will have 14 days to accept or decline these funds.

Additional loan information to consider when withdrawing/Incomplete

Important: Your grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day after your last day of attendance from CET. If you are not enrolled at least half-time for more than 6 months, your loans will go into repayment. You must contact the U.S. Department of Education (ED) to make payment arrangements. Loans must be repaid by you (student/parent) as outlined in the terms of your promissory note. You should contact the ED if you have questions regarding your grace period or repayment status at 1-800-4-fedaid, (800) 433-3243 or NSLDS, see Contact section below.

Federal law requires schools to calculate how much federal financial aid you have earned if you incomplete or withdraw from the program, cancel enrollment from the program, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence.

School and student responsibility for return of unearned federal funds

Both you and CET are responsible for returning unearned federal financial aid to the federal government. You will be billed for any amount due as a result of the return of federal aid funds (R2T4) calculation.

Institutional refund calculation

Tuition will be refunded to the funding source or to students who withdraw prior to or at 60% of the scheduled program hours and a registration fee of \$100 will be assessed. No tuition will be refunded for any withdraw that occurs after 60% of the scheduled program hours. For the formula used, please refer to the "Refund Policy" section of your Enrollment Agreement.

Order of award refunded

All unearned aid must be returned to the federal aid programs as determined by the Federal calculation. Funds must be returned in the following order: Unsubsidized, Subsidized, PLUS, Pell and then SEOG.

Contact information

If you have questions on any of the above information, please contact your local Financial Aid Officer.

You may visit www.nsls.ed.gov to verify that any refunded amount(s) have been credited to your account, and inquire if you still have any outstanding balance. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid.