

CONSEQUENCES OF WITHDRAWING FROM ALL OR PART OF YOUR COURSELOAD

If you withdraw from all or part of your courseload:

- ◆ all or part of your financial aid may be reduced or canceled;
- ◆ you must begin repaying your student loans if you remain less than half-time when your grace period expires;
- ◆ you may not meet the Satisfactory Academic Progress (SAP) requirements for financial aid eligibility, and so future aid eligibility may be jeopardized;
- ◆ you may have a balance due on your account because your financial aid awards may have to be adjusted;
- ◆ NYIT reserves the right to withhold all student records and transcripts until financial obligations (to include fees, fines and security deposits) to the college have been satisfied.
- ◆ your credit history may be adversely affected when we report your past due account to an outside credit agency;
- ◆ repeated withdrawals may cause you to reach loan aggregates more quickly and, therefore, reduce your ability to borrow or to be eligible for other aid programs in the future.

WHAT HAPPENS WHEN YOU WITHDRAW FROM ALL COURSES

You must complete more than 60% of the term or you may be required to repay all or part of the financial aid disbursed to you for the term.

If you need to withdraw completely for the term:

- ◆ Obtain and submit a completed withdrawal form from the Office of the Registrar.

What happens next:

- ◆ Once your withdrawal form is processed, your academic record will be updated.
- ◆ You will be charged for the portion of the term that you attended; therefore, your charges will be adjusted accordingly.
- ◆ The Office of Financial Aid will make any adjustments required, including canceling of Federal and State Aid based on the outcome of the Federal Calculations of Return of Title IV Funds as described in the Title IV Student Withdrawal Policy.

The return of financial aid:

- ◆ NYIT will determine the amount of financial aid for which you are eligible (EARNED) and the amount of financial aid for which you are NOT eligible (UNEARNED). Both you and NYIT may have a responsibility to return the financial aid for which you are NOT eligible.
- ◆ To calculate the percentage of the term completed, divide the number of days you attended by the number of days in the term. The count begins with the first day of the term and ends with commencement and includes Saturdays, Sundays and holidays that fall within the term. The count does not include any scheduled breaks of 5 days or more.

CASE STUDIES

CASE STUDY #1 – Official Withdrawal During NYIT’s 75% Refund Period

Jim is a junior majoring in architecture. He used financial aid to pay his tuition and received a credit balance of \$1379.50. During the fall semester, he attended 3 days of classes and withdrew during the 75% refund period.

Jim’s Original Statement of Account

Description	Charges	Credits
Tuition	\$ 7,438.00	
College Fee	\$ 150.00	
Total Charges (Box E)	\$ 7,588.00	
Unsub Stafford Loan		\$ 2,425.00
Sub Stafford Loan		\$ 2,667.50
Federal Perkins Loan		\$ 2,000.00
Total Credits (Box A)		\$ 7,092.50

Total Charges	\$ 7,588.00
Total Credits	<u>\$ 7,092.50</u>
Amount due NYIT	\$ 495.50

Step #1 – Calculate the percentage of the term completed. *If $\leq 60\%$, then proceed to step 2. If $> 60\%$, no calculation is required.*

$$\frac{\boxed{3} \text{ completed days}}{\boxed{105} \text{ total days}} \text{ divided by } \boxed{2.9\%} \text{ equals } \boxed{2.9\%} \text{ Box B}$$

Step #2 – Calculate the amount of financial aid for which Jim is eligible (EARNED AID).

$$\boxed{\$ 7,092.50} \text{ Box A} \times \boxed{2.9\%} \text{ Box B} \text{ equals } \boxed{\$ 205.68} \text{ Box C}$$

Step #3 – Calculate the amount of financial aid for which Jim is NOT eligible (UNEARNED AID) and that must be returned to the programs.

$$\boxed{\$ 7,092.50} \text{ Box A} \text{ less } \boxed{\$ 205.68} \text{ Box C} \text{ equals } \boxed{\$ 6,886.82} \text{ Box D}$$

Step #4 – Calculate the amount of UNEARNED financial aid that must be returned by NYIT.

Return the lesser of:

UNEARNED financial aid

\$ 6,886.82
Box D

OR

\$ 7,588.00 X **97.1%** equals **\$ 7,367.95**
Box E **Unearned %**

The amount required to be returned by NYIT is **\$6,886.82**
Box F

Summary of Aid that Must Be Returned by NYIT

Aid Program *	Original Amount Disbursed	Amount Returned by NYIT
Unsub Stafford Loan	\$ 2,425.00	\$ 2,425.00
Sub Stafford Loan	\$ 2,667.50	\$ 2,667.50
Federal Perkins Loan	\$ 2,000.00	\$1,794.32

* Order of aid programs returned is prescribed by federal regulations.

Step #5 – Calculate the amount of UNEARNED financial aid (Box D) that must be returned by Jim.

\$ 6,886.82 less **\$ 6,886.82** equals **\$0.00**
Box D **Box F** **Box G**

Step #6 – Determine Jim’s Adjusted Statement of Account.

Description	Charges	Credits
Tuition	\$ 1,859.50	
College Fee	\$ 150.00	
Total Adjusted Charges	\$ 2,009.50	
Adjusted Unsub Stafford Loan		\$0
Adjusted Sub Stafford Loan		\$0
Adjusted Federal Pell Grant		\$ 205.68
Total Adjusted Credits		\$ 205.68

Total Charges	\$ 2,009.50
Total Credits	\$ 205.68
Balance due NYIT	<u>\$ 1,803.82</u>

**CASE STUDY #2 – Official Withdrawal AFTER The End of All Refund Periods,
But Prior to Completion of 60% of the Term**

Patty is a senior and officially withdrew from all classes on the 40th day of the term. Her last date of attendance is AFTER the end of ALL refund periods, but prior to the completion of the 60% of the term.

Patty's Original Statement of Account

Description	Charges	Credits
Tuition	\$ 6,700.00	
College Fee	\$ 150.00	
Total Charges (Box E)	\$ 6,850.00	
Unsub Stafford Loan		\$ 2,425.00
Sub Stafford Loan		\$ 2,667.50
Federal Pell Grant		\$ 1,650.00
Total Credits (Box A)		\$ 6,742.50

Total Charges	\$ 6,850.00
Total Credits	\$ 6,742.50
Balance due NYIT	\$ 107.50

Step #1-Calculate the percentage of the term completed. *If ≤ 60%, then proceed to step #2. If > 60%, no calculation is required.*

$$\frac{\boxed{40} \text{ completed days}}{\boxed{108} \text{ total days}} \text{ equals } \boxed{37.04\%} \text{ Box B}$$

Step #2 – Calculate the amount of financial aid for which Patty is eligible (EARNED AID).

$$\boxed{\$ 6,742.50} \text{ Box A} \times \boxed{37\%} \text{ Box B} \text{ equals } \boxed{\$ 2,494.73} \text{ Box C}$$

Step #3 – Calculate the amount of financial aid for which Patty is NOT eligible (UNEARNED AID) and that must be returned to the programs.

$$\boxed{\$ 6,742.50} \text{ Box A} \text{ less } \boxed{\$ 2,494.73} \text{ Box C} \text{ equals } \boxed{\$ 4,247.77} \text{ Box D}$$

Step #4 – Calculate the amount of UNEARNED financial aid that must be returned by NYIT.

Return the lesser of:
 UNEARNED financial aid

\$ 4,247.77

OR

\$ 6,850.00 × **63%** equals **\$ 4,315.50**
Box E **Unearned %**

The amount of aid that must be returned by NYIT = \$4,247.77

Summary of Aid that Must Be Returned by NYIT

Aid Program *	Original Amount Disbursed	Amount Returned by NYIT
Unsub Stafford Loan	\$ 2,425.00	\$ 2,425.00
Sub Stafford Loan	\$ 2,667.50	\$ 1,822.77
Federal Pell Grant	\$ 1,650.00	\$ -

- **Order of aid programs returned is prescribed by federal regulations.**

Step # 5 – Calculate the amount of UNEARNED financial aid (Box D) that must be returned by Patty.

\$ 4,247.77 less **\$ 4,247.77** equals **\$0**
Box D **Box F** **Box G**

Step #6 – Determine Patty’s Adjusted Statement of Account.

Description	Charges	Credits
Tuition	\$ 6,700.00	
College Fee	\$ 150.00	
Total Adjusted Charges	\$ 6,850.00	
Adjusted Unsub Stafford Loan		\$ -
Adjusted Sub Stafford Loan		\$ 844.73
Adjusted Federal Pell Grant		\$ 1,650.00
Total Adjusted Credits		\$ 2,494.73

Total Charges	\$ 6,850.00
Total Credits	\$ 2,494.73
Balance due NYIT	\$ 4,355.27

CASE STUDY #3 – Comparison of an Official Withdrawal and an Unofficial Withdrawal after All Refund Periods and after Completion of 60% of the term.

Doreen withdrew from all of her classes on November 30th. The following example will compare how her financial aid will be treated if she “officially” withdraws versus if she “unofficially” withdraws.

Description	Charges	Credits
Tuition	\$ 6,850.00	
College Fee	\$ 150.00	
Total Charges (Box E)	\$ 7,000.00	
Unsub Stafford Loan		\$ 1,940.00
Sub Stafford Loan		\$ 1,697.50
Federal Pell Grant		\$ 1,650.00
Total Credits (Box A)		\$ 5,287.50

Total Charges	\$ 7,000.00
Total Credits	\$ 5,287.50
Amount due NYIT	\$ 1,712.50

Step #1-Calculate the percentage of the term completed. *If <= 60%, then proceed to step #2. If > 60%, no calculation is required.*

“Official Withdrawal” – Doreen notified NYIT of her withdrawal:

$$\frac{\boxed{87} \text{ completed days}}{\boxed{109} \text{ total days}} \text{ equals } \boxed{79.8\%} \text{ Box B}$$

“Unofficial withdrawal” - Doreen did not notify NYIT of her withdrawal and therefore, NYIT used the **midpoint of the semester** as her date of withdrawal:

$$\frac{\boxed{55} \text{ completed days}}{\boxed{109} \text{ total days}} \text{ equals } \boxed{50.5\%} \text{ Box B}$$

Step #2 – Calculate the amount of financial aid for which Doreen is eligible (EARNED AID).

“Official withdrawal” – Doreen completed more than 60% of the semester and therefore, has earned 100% of her aid.

“Unofficial withdrawal” -

$$\boxed{\$ 5,287.50} \text{ Box A} \times \boxed{50.0\%} \text{ Box B} \text{ equals } \boxed{\$ 2,643.75} \text{ Box C}$$

Step #3 – Calculate the amount of financial aid for which Doreen is NOT eligible (UNEARNED AID) and that must be returned to the programs.

“Official Withdrawal” – Doreen documented that she completed more than 60% of the semester and therefore, is eligible for all aid that she received.

“Unofficial Withdrawal”:

$$\begin{array}{ccc} \boxed{\$ 5,287.50} & \text{less} & \boxed{\$ 2,643.75} & \text{equals} & \boxed{\$ 2,643.75} \\ \text{Box A} & & \text{Box C} & & \text{Box D} \end{array}$$

Step #4 – Calculate the amount of UNEARNED financial aid that must be returned by NYIT.

“Official Withdrawal” – Doreen documented that she completed more than 60% of the term and therefore earned all of the financial aid awarded to her. No aid had to be returned.

“Unofficial Withdrawal”:

Return the lesser of:
UNEARNED financial aid

$$\boxed{\$ 2,643.75}$$

OR

$$\begin{array}{ccc} \boxed{\$ 7,000.00} & \times & \boxed{50.0\%} & \text{equals} & \boxed{\$ 3,500.00} \\ \text{Box E} & & \text{Unearned \%} & & \end{array}$$

The amount that must be returned by NYIT =

$$\boxed{\$ 2,643.75}$$

Box F

Summary of Aid that must be Returned

Aid Program *	Original Amount Disbursed	Amount Returned by NYIT
Unsub Stafford Loan	\$ 1,940.00	\$ 1,940.00
Sub Stafford Loan	\$ 1,697.50	\$ 703.75
Federal Pell Grant	\$ 1,650.00	\$0.00

***Order of aid programs returned is prescribed by federal regulations.**

Step # 5 – Calculate the amount of UNEARNED financial aid (Box D) that must be returned by Doreen.

“Official Withdrawal” – Doreen documented that she completed more than 60% of the semester and therefore, earned all of the aid awarded to her. No aid had to be returned.

“Unofficial Withdrawal”:

$$\boxed{\$ 2,643.75} \text{ less } \boxed{\$ 2,643.75} \text{ equals } \boxed{\$0.00}$$

Box D **Box F** **Box G**

Step #6 – Determine Doreen’s Adjusted Statement of Account.

“Official Withdrawal”

Description	Charges	Credits
Tuition	\$ 6,850.00	
College Fee	\$ 150.00	
Total Adjusted Charges	\$ 7,000.00	
Adjusted Unsub Stafford Loan		\$1,940.00
Adjusted Sub Stafford Loan		\$1,697.50
Adjusted Federal Pell Grant		\$ 1,650.00
Total Adjusted Credits		\$ 5,287.50

Total Charges	\$ 7,000.00
Total Credits	\$ 5,287.50
Balance due NYIT	\$ 1,712.50

“Unofficial Withdrawal”:

Description	Charges	Credits
Tuition	\$ 6,850.00	
College Fee	\$ 150.00	
Total Adjusted Charges	\$ 7,000.00	
Adjusted Unsub Stafford Loan		\$0.00
Adjusted Sub Stafford Loan		\$993.75
Adjusted Federal Pell Grant		\$ 1,650.00
Total Adjusted Credits		\$ 2,643.75

Total Charges	\$ 7,000.00
Total Credits	\$ 2,643.75
Balance due NYIT	\$ 4,356.25