

**Policy:** Scholarships, Grants & Loans Aid Adjustment Policy

**Scope of coverage:** Dropping classes and withdrawal situations

**Effective:** Summer 2007

**Revised:** 09/07/07

## COMPLETE WITHDRAWS AND AID ADJUSTMENTS

If a student completely withdraws from classes, a student's aid earned will be determined accordingly:

- Federal Aid will be earned/refunded according to the required Return to Title IV Calculation
- State of Ohio Aid, as required under the Ohio Revised Code Section 3333, requires the institution to follow its own refund policy for determining aid earned/refunded
- Institutional Aid will be determined as follows:
  - Withdraws prior to close of business on Census – the student will earn 0% of institutional funds
  - Withdraws after Census – the student will earn institutional aid in relation to the University refund policy

*\* The penalty for keeping financial aid with no adjustments (other than select scholarships) is the likelihood of not maintaining SFA's Satisfactory Academic Progress policy. See Below.*

## PRIOR TO CENSUS DATE AND AT LEAST 1 CREDIT HOUR ENROLLED

Cost of attendance (budget) is adjusted to reflect appropriate credit hours enrolled

Grid Scholarships (UPS, PA, FA) are reduced to zero if not full time (12 credits or more) enrolled

University Scholarship is reduced to zero if not full time enrolled

Orange and Brown is reduced to zero if not full time enrolled

BG Success is reduced to zero if not full time enrolled

Foundation, departmental and outside scholarships: The Foundation or donor must be contacted if less-than-full-time situation is not described in the scholarship file to determine eligibility

HU Programs: CMAI must be contacted via the Scholarship Unit if not full time enrolled

Federal Pell Grant and OCOG are adjusted to the appropriate award value based upon credit hours of enrollment

Falcons Soars is reduced to zero if not full time enrolled for OCOG recipients

BGSU Grant, SEOG, Excellence Grant (1392, 3, 4, 5), SFA Grant (1221), and Bookstore Excellence Grants (1412, 3, 4, 5) are prorated according to the appropriate credit hours if not full time:

**Examples:** \$1,000 = 75% (11-9 hours) of the award if three-quarter-time or \$750  
\$1,000 = 50% (8-6 hours) of the award if half-time or \$500  
\$1,000 = 25% (5-1 hours) of the award if less-than-half-time or \$250

Federal PLUS (parent or graduate), Subsidized, Unsubsidized, Perkins Nursing or alternative loans may need to be altered based upon the entire aid package, cost of attendance adjustment and credit hours of enrollment.

## AFTER THE CENSUS DATE AND AT LEAST 1 CREDIT HOUR ENROLLED

Cost of attendance is not adjusted

The following aid programs are not adjusted: Federal Pell grant, ACG/SMART, University Scholarship, Orange and Brown, BGSU Grant, PIG, SEOG, Excellence Grant, SFA Grant, Bookstore Grant, PLUS, Subsidized, Unsubsidized, Perkins, Nursing, & alternative loans.

Full tuition/fee specific scholarships **WILL** have to be reduced because of the Bursar's Office tuition/fee refund policy through the 4<sup>th</sup> week of classes. After the 4<sup>th</sup> week of classes, there should be no adjustments to full tuition/fee scholarships. (Summer term follows a different refund policy within the Bursar's Office.) Examples: HU program, UPS, National Merit, Alumni Legacy, etc.

Partial tuition/fee scholarships **MAY** have to be reduced because of the Bursar's Office tuition/fee refund policy through the 4<sup>th</sup> week of classes. After the 4<sup>th</sup> week of classes, there should be no adjustments to partial tuition/fee scholarships. (Summer term follows a different refund policy within the Bursar's Office.) Examples: OCOG, Falcon Soars, BG Success, etc. As long as the tuition/fees from the Bursar's Office exceed the tuition/fee specific aid being applied from SFA, there should be no reduction of aid awarded.

Foundation, departmental and outside scholarships: The Foundation or donor must be contacted if situation is not described in the scholarship file to determine eligibility

*\* The penalty for keeping financial aid with no adjustments (other than select scholarships) is the likelihood of not maintaining SFA's Satisfactory Academic Progress policy.*