RETURN OF TITLE IV FUNDS
FINANCIAL AID WITHDRAWAL AND REPAYMENT POLICY

According to the Return of Title IV (R2T4) Fund regulations, any student who receives financial aid and withdraws from all classes prior to completing 60% of the semester, including late-start courses, will have a R2T4 calculation performed to determine if the institution and/or student is required to repay any federal financial Title IV funds which were disbursed.

Students who withdraw from school will be billed for any institutional portion Citrus College is required to refund the Department of Education for the financial aid assistance they received. This is in addition to the unearned amount of Title IV aid students are required to repay when they withdraw as a result of a R2T4 calculation. Until the institutional portion is paid in full, a hold will be placed on the student’s school records, which will prevent students from registering for classes and obtaining academic transcripts. Furthermore, students who owe a Title IV repayment will be ineligible to receive any Title IV funding until amount owed is paid in full.

Students who receive federal financial aid and withdraw prior to the completing 60% of the semester will be billed any amount required to be refunded back to the Department of Education.

If you are thinking of withdrawing or just leaving, please consider the outcome. Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can remain in school but take fewer courses. Maybe there are services (tutoring or personal support) that will help you remain in school. Talk to your instructors; see what advice and assistance can be offered.

Don’t leave unless you must. If you must withdraw take care of business before you go.

Officially withdraw from your classes through the Admissions and Records Office. Please inform the Financial Aid Office immediately if you intend to withdraw.

Please work with the financial aid office. It’s important to take care of the details before you go. The fiscal services office will have to put a HOLD on your student records if you owe an institution repayment.

For additional information on Return of Title IV Funds, please contact the Financial Aid Office.

If you receive financial aid, contact the Financial Aid Office before withdrawing from all courses.

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