



**S O U T H E R N   W E S T   V I R G I N I A  
C O M M U N I T Y   A N D   T E C H N I C A L   C O L L E G E  
B O A R D   O F   G O V E R N O R S**

**Number:** SCP-4356  
**Origination:** January 1, 1985  
**Effective:** January 1, 1985  
**Reviewed:** October 2006

**SUBJECT:** Financial Aid Recipient — Change in Enrollment Policy

**REFERENCE:** §18C-5-5; §18C-5-7; §18C-7-6

**1. PURPOSE**

The purpose of this policy is to define the manner in which financial assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.

**2. SCOPE AND APPLICABILITY**

This issuance applies to all students receiving financial assistance.

**3. DEFINITIONS**

None.

**4. POLICY**

**A. Enrollment Status**

1. Students who register but never attend any classes are not entitled to financial aid. All financial assistance received by the student and/or the institution must be returned.
2. If a student drops or withdraws from all classes within the first 60% of a semester, a recalculation of the financial aid award must occur. After 60% of the semester is completed, no recalculation is required.
3. Students receive financial assistance based on current enrollment status when verified by the financial assistance office. Changes in enrollment that occur before the actual application of financial aid to a student account require a review and are subject to recalculation.

**B. Tuition Refund**

1. In cases where a student has a change in enrollment status and is eligible for a refund, the tuition refund will be returned to the federal aid programs based on the refund policy in the class schedule for the current semester.
2. The amount to be returned to the federal programs will be returned in the following priority order, but will not exceed the amount the student received from each program:
  - a. All Loan Programs,
  - b. Federal Pell Grant,

- c. Federal Supplemental Educational Opportunity Grant (SEOG),
  - d. West Virginia Higher Education Grant (WVHEG).
3. If the source of a private scholarship award does not require that it be returned when a change in enrollment status occurs, any refund will be returned to the student.

**5. BACKGROUND OR EXCLUSIONS**

None.

**6. GENERAL PROVISIONS**

None.

**7. RESPONSIBILITIES AND PROCEDURES**

The Financial Assistance Office will verify student aid awards and student tuition refunds. The Business Office will establish refund procedures in compliance with federal and state policies.


**8. CANCELLATION**

None.

**9. REVIEW STATEMENT**

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-4356 is scheduled for review during the 2009-2010 academic year.

**10. SIGNATURES**

 11/28/06  
 Board of Governor Chair      Date

 11/28/06  
 President      Date

**Attachments:** None

**Distribution:** Board of Governors (12 members)  
 Office of the President  
 Office of the Executive Vice President  
 Office of the Vice President for Academic Affairs  
 Office of the Vice President for Finance

Office of the Vice President for Economic, Workforce and Community Development  
Office of the Vice President for Student Services  
Office of the Chief Technology Officer  
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Office of the Academic Division Chairpersons (6 members)  
Faculty Senate Chair  
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Libraries (Harless and Williamson Campus)  
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)  
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**Revision Notes:** October 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and technical changes.