

# A Shared Responsibility

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## Monitoring Adds, Drops & Withdrawals

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# Session Objectives

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- Distinguish drop vs. withdrawal compliance impact
- Identify when R2T4 is required
- Apply census and disbursement timing rules
- Attendance
- Recognize SAP implications
- Understand documentation standards

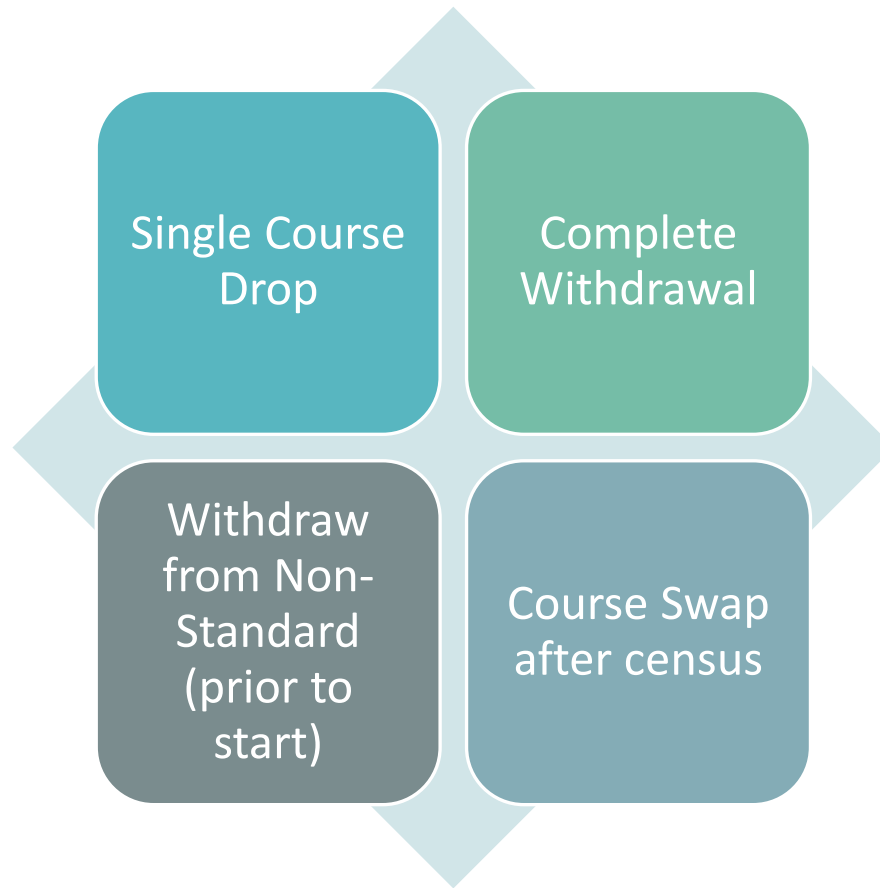
# Why This Matters

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- Impacts Title IV eligibility
- Affects federal compliance requirements
- Influences Satisfactory Academic Progress (SAP)
- May impact institutional aid

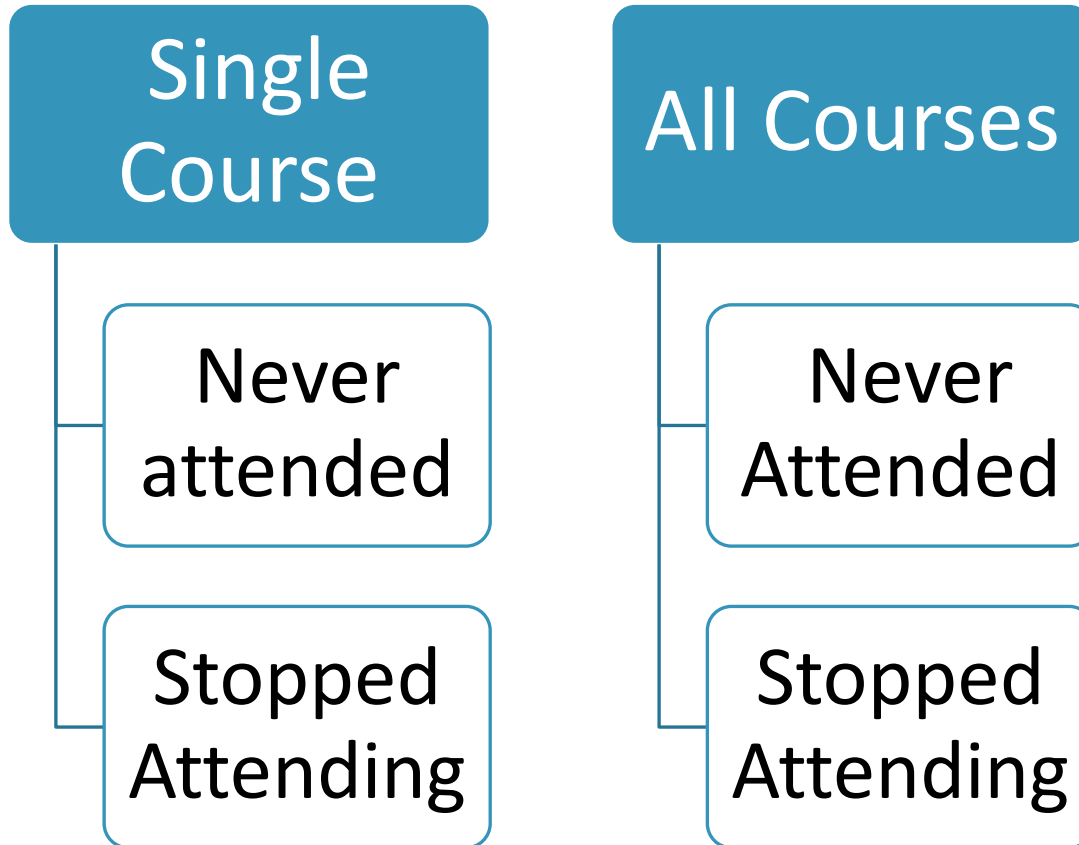
# Not All Enrollment Changes Are the Same

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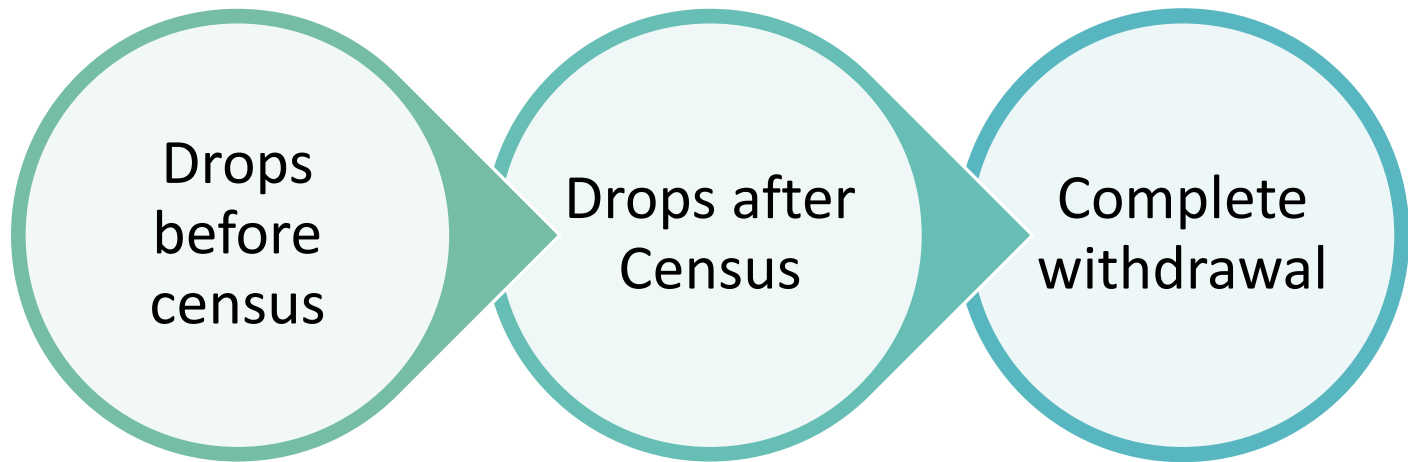
# Attendance

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# Census Date = Enrollment Lock Point

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- Pell & State Aid Recalculated
- Title IV Aid review and pending disbursements updated
- Institutional Aid Adjusted based on institutional policy
- Tuition Refund

- Pell is not recalculated
- Institutional aid may be adjusted based on institutional policy
- Tuition Refund may create a credit

- R2T4 Required
- Institutional Aid Adjusted per policy

# Drop Prior to the start of the term

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## Institutional Aid

- Institutional Policy drives actions

## Title IV Aid

- Federal Pell
- Federal FWS & SEOG
- Federal Direct Loans

## State Aid

- O'Bannon
- 21<sup>st</sup> Century
- CVO

# Drops After The Start Of The Term

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## Institutional Aid

- Does your school pull back scholarships?

## Title IV Aid

- Recalculate eligibility
- Cancel unused/estimated awards
- Cancel pending disbursements

## State Aid

- Tuition & Fee Recalculation

# R2T4 – Official Withdrawal

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## Determine withdrawal date

- Confirm last academically related activity
- Complete calculation within 30 days
- Notify student of outcome within 45 days

# Withdrawal Date vs. Last Date of Activity (LDA)

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Using the Withdrawal Date or the date of student intent?

- Which came first?

Course Related Activity = LDA

- How does your school track LDA?

Documentation Protects the Institution

- Does FA keep maintain documentation?

# Unofficial Withdrawal

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No formal withdrawal submitted

- No academically related activity documented
- Never attended or ceased attendance during term
- Single course issue or multiple courses
- May require R2T4 calculation
- Answers to the above will tell us if we are adjusting specific awards or completing a full calculation.

# How do withdrawals impact Satisfactory Academic Progress (SAP)?

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GPA

Completion Rate

Maximum Timeframe

# Enrollment Intensity & Loan Impact

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Dropping below half time can impact current loans and cause students to enter repayment.

# Common Compliance Risks

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- Backdated enrollment changes
- Incorrect withdrawal date
- Failure to verify last activity
- Delayed R2T4 completion
- Inconsistent documentation

# Scenario Discussion

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- Student enrolled in 12 credits
- Drops 3-credit course after census
- Remains at 9 credits
- What compliance steps are required?

# Final Takeaways

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- Timing drives financial aid eligibility
- Withdrawal triggers R2T4
- Census governs Pell adjustments
- SAP impacts long-term eligibility
- Documentation protects the institution

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Questions?

