

Withdrawal and Financial Aid

Nazarene Bible College

NBC awards Federal Financial Aid (Pell Grant, SEOG, Direct Loans and Direct PLUS Loans) with the assumption that students will **complete all classes they are scheduled to attend in each term** (payment period). Students who have not completed all scheduled courses and are no longer attending a course within the term are considered to be withdrawn – even if they have not officially notified the school.

If you cease enrollment (withdraw, drop or otherwise stop attending) in all classes within a term, NBC may be required to return a portion of the funds that you received from Federal Student Aid. This is because you earn your federal student aid by attending and completing classes. Even though funds may have been posted to your student account and you may have received an excess funds check, you are still earning those funds by attending your class, and you may have withdrawn before you earned all of the funds received.

CALCULATING AID EARNED (34 CFR 668.22)

The U.S. Department of Education Federal Regulations state that students earn financial aid based on the period of time they are enrolled. NBC is required to use a specific mathematical formula to calculate the amount of time you were enrolled in classes in relation to the full term. The percentage of time enrolled is then used to prorate the amount of funds earned. Students who remain enrolled beyond the 60% point in the term will earn all aid for the term.

RETURNING UNEARNED FUNDS

If you received more federal aid funds than you earned in the term, the unearned funds must be returned to the government in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan
- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal SEOG Grant
- TEACH Grant

Because the process of calculating a return of Federal Aid received is separate from the amount of tuition and fees (charges) the school may refund to you, returning federal financial aid may mean that you owe a balance due.

If you withdraw from classes before the refund deadline, NBC will return a percentage of your class costs (fees are non-refundable). To determine how much you may receive in tuition refunds, please review NBC's return policy which is posted in the school catalog and on the NBC website: nbc.edu/financialaid/tuition-and-fees.php.

POST WITHDRAWAL DISBURSEMENTS

If you have earned a portion of federal aid funds and these funds were NOT posted to your student account before you withdrew from classes, you may be eligible for a post-withdrawal disbursement. A post-withdrawal disbursement usually occurs if you withdraw from class before the disbursement date in the term.

If you are eligible for a post-withdrawal disbursement, grant funds will be automatically posted to your account within 45 days of the date that NBC determined you withdrew. Loan funds will be offered to you within 30 days of the date that NBC determined you withdrew and we must get your written permission to disburse the student loan within 14 days of the offer. Requesting your permission to disburse the student loan gives you the opportunity to decline all or some of the loan funds so you will not incur additional debt. Any funds posted to your account will be used to cover the cost of what you owe in tuition and fees.

SPECIAL CIRCUMSTANCES

In some cases, there will be Federal Student Aid funds that you earned, but you cannot receive when you withdraw. This is because all students must meet basic eligibility requirements before receiving Federal Student Aid. Two of the most common examples are:

- If you withdraw from all classes before aid has disbursed, and you never began half time enrollment. Your grants will be disbursed based on the earned aid calculation, but your loans will be cancelled.
- If you are a first-time, first-year student and you withdrew within 30 days of beginning classes. Your grants will be disbursed based on the earned aid calculation, but your loans will be cancelled.

INSTITUTIONAL AID

Refund and repayment of institutional scholarships, and special assistance funds is determined by the NBC Admissions Office. Private non-institutional scholarship refund and repayment is determined by the scholarship donor. Please contact the individual or organization which awarded the private scholarship for details.

BALANCES DUE OR EXCESS FUNDS

If the return of unearned aid results in a balance due, a revised tuition and fee bill will be posted in the student portal (www.portal.nbc.edu) under "My Ledger". **It is the student's responsibility to repay these funds.** Please contact the NBC Business Office (719-884-5022) to pay the balance due or setup a repayment plan. Students who owe money to the school cannot enroll in classes until they have paid the balance or made an agreement with the Business Office.

If a credit balance remains on your student account after the earned aid calculation, the Business Office will release an excess funds check (unless the student has submitted a written form prior to withdrawal, asking the school to return excess aid to the federal government) to the student by mail within 14 calendar days after the calculation.