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**Financial Aid Withdrawal and Non-Attendance Policies – 2017-2018**

Per Department of Education Federal Regulations, Title IV funds (Pell, SEOG, TEACH Grants, Direct Subsidized and Unsubsidized student loans, and Plus loans) are awarded to a student with the **expectation** that the student will attend the classes for which they enrolled. Part of the awarding criteria for Financial Aid is the number of credit hours a student is enrolled for (enrollment status) along with the duration of enrollment (semester).

When a student changes their class schedule by dropping a course, or by dropping more credit hours than what is added back (i.e. drop 3 credit hour course but only add a 1 credit hour course) then the aid must be refigured on the REVISED enrollment status. This could mean a change from full-time to part-time and result in a reduction of the amount of aid that a student can receive for the semester.

When a student withdraws or stops attending classes before completing the semester, our office is required to complete a recalculation, for all Title IV funds, as of the date the student ceased attendance.

State regulations also require a recalculation of state aid such as the Tennessee Student Assistance Award and the HOPE Scholarship if a student withdraws or changes their schedule.

Tusculum College is required to monitor student attendance. Instructors **must** record and report attendance for each class meeting (including online, student teaching, internships, practicum, and so forth). If a student does not complete all of the days in the academic period or semester, the Financial Aid Office must re-evaluate the student’s eligibility for Title IV funds.  In many cases, eligibility ceases and funds are required to be returned leaving a balance on the student’s account that must be paid by the student.

In order to remain eligible for **all** of your financial aid, **you must attend classes**. Before you make any changes to your class schedule or withdraw from the college, you need to check with the Financial Aid Office.