


Greenville Technical College Administrative Policies

Policy Name:	Refund Policy	Approved by President
Policy Number:	2-10	Date Established: 4/1/2015
Date Revised:		Date Removed:
		

Rationale and Purpose

The programs authorized under Title IV of the Higher Education Act are the major source of federal student aid. The term “Title IV Funds” refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended). As a recipient of Title IV aid, it is the student's responsibility to earn the aid provided for their period of enrollment. The law specifies how Greenville Technical College (GTC) must determine the amount of financial aid earned at the time of complete withdrawal.

Policy Statement

To establish a process to ensure that the College is in compliance with the policies and guidelines related to Title IV of the Higher Education Act of 1965 (as amended). Students who find it necessary to withdraw from Greenville Technical College (GTC) must do so in writing to the Student Records Office, Web Advisor via GTC4me or at one of the branch campuses.

Scope

The term “Title IV Funds” refers to the Federal Financial Aid Programs and includes the following programs at Greenville Technical College (GTC): Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Direct Plus Loan (Parent), Federal Pell Grant, Federal Supplemental Grant (FSEOG). A student’s federal Financial Aid eligibility must be recalculated and these regulations apply when a student fails to complete the period of enrollment for which he/she was charged due to one or more of the following situations: Change in a student's schedule, which results in fewer credit hours; course or courses dropped or withdrawn; cancellation of a class by the College; total withdrawal or expulsion from the College.

Roles/Responsibilities

The Financial Aid Director monitors all Title IV refunds reported and provides training on Federal Financial Aid Rules and Regulations to the appropriate staff. As a recipient of Title IV aid, it is the student's responsibility to earn the aid provided for their period of enrollment.

Non-Compliance

Failure to comply with/follow this policy will result in disciplinary action up to and including dismissal.

If Applicable:	
Procedures	Title IV Refund Procedure document
Forms	
Related Documents	

Associated SBTCE Policies & Procedures	2014-2015 Federal Student Aid Handbook Volume 5, Chapter 1; S.C. CHE Regulations 62-1200.50-A, 62-495-A,62-900.190-B
Other Related Links (referenced above)	