

REQUIREMENTS FOR CONTINUING ENROLLMENT

A student is expected to make progress toward satisfactory completion of his/her Career Major to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Career Major with the permission of the Dean of Students/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

REFUNDS

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

- A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
- B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
- C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
- D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A Student's Return to Title IV aid, for those who have received Title IV funds during the 2016-17 school year, is calculated in accordance with the Return of Title IV Funds law.

All adult students who withdraw from a program must complete a drop form in the One Stop Center, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

RETURN OF TITLE IV FUNDS

As a general rule, when a student completely withdraws from Great Plains Technology Center, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period. If a student completely withdraws from school during a term, the school must calculate--according to a specific formula--the portion of the total scheduled financial assistance a student has earned and is therefore entitled to receive up to the time of withdrawal. If a student received more assistance than was earned, the unearned excess funds must be returned to the Department of Education.

- To officially withdraw from Great Plains Technology Center, please contact the Student Office located in Building 100, room 111 to complete an official Termination of Attendance form.
- An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

How The Percentage Is Calculated:

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if a student completes 30% of the payment period the student earns 30% of the assistance he/she was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the Department of Education.

Students are notified by letter within 30 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45 day period, if the student fails to pay the amount due, he/she will be reported to the U. S. Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

At 60%--A Student Has Earned All of the Assistance

Once a student has completed more than 60% of the payment period, the student is said to have earned all of the assistance. If the student withdraws before completing 60% of the payment period, he/she may have to repay any unearned federal monies that were already disbursed. The withdrawal date is determined by the school's student accounting system and shall be the last date of attendance.

Conditions Where a Student May be Eligible for a Title IV Disbursement after Withdrawal

Occasionally students are eligible for a post-withdrawal disbursement. (See Financial Aid office for detailed calculation.) This occurs when a student attends class and withdraws before a Title IV disbursement has been issued to the student or to the student's account.

If charges exist on the student account, Great Plains Technology Center will credit the account with all or a portion of the post-withdrawal disbursement. If no charges exist, then Great Plains Technology Center will offer the student the portion earned within 30 days of the withdrawal date.

If a Return to Title IV Funds exists due to invalid information given on an application by the student or an error of the institution, that amount will be due the Title IV Program. The over payment will be determined by the Financial Aid Coordinator. The student will make payment to Great Plains Technology Center's Business Office which in turn will refund the Department of Education.