



CityUniversity of Seattle

Financial Aid Office

Dropping

(Dropping one or more courses, but not all courses, in a quarter.)

Your initial financial aid offer is based on full time enrollment each quarter. If you will not be enrolled full time in any quarter listed on your financial aid offer, you must inform our office and a recalculation of your offer may be necessary. Each quarter your eligibility for financial aid funds is based on the number of credits attended as of the census date, which corresponds with the 100% tuition refund date for a full session. If you drop on or before the end of the census date of the course, your financial aid will be subject to a recalculation, and you may owe a return of funds disbursed to you. If you drop after the census date of the course, you will not have a recalculation of your quarterly financial aid offer. However, you will be subject to a review of the Satisfactory Academic Progress criteria, which may cause you to be ineligible for future aid funding. Please see the Satisfactory Academic Progress (SAP) Policy statement for more information. Please inform our office of any changes to your academic schedule.

Enrollment

Your initial financial aid offer is based on full time enrollment throughout each quarter (10 credits undergraduate; 6 credits graduate or doctoral). If you will not be enrolled full time in any quarter listed on your financial aid offer, you must inform our office and a recalculation of your offer may be necessary. In order to be eligible for a federal loan disbursement, you must be enrolled at least half-time (5 credits undergraduate; 3 credits graduate or doctoral). Adjustments made to your enrollment prior to or on the census date may impact your financial aid offer. Such changes in enrollment may cause a reduction of your offer, which may result in you owing a balance to the University.

The state aid programs define enrollment differently than CityU. State aid programs are offered to only first time undergraduate students, and are prorated to the student's enrollment by term. For those students who have a state aid program included in their financial aid package (i.e. State Need Grant, College Bound Scholarship and Passport to College), full time is 12 or more credits, $\frac{3}{4}$ time is 9 – 11 credits, half time is 6-8 credits, and less than half time is 3-5 credits.

Enrollment for Federal Aid		Enrollment for State Aid	
Enrollment	Federal	Enrollment	State
10 credits	Full time	12 credits	Full time
8-9 credits	$\frac{3}{4}$ time	9-11 credits	$\frac{3}{4}$ time
5-7 credits	$\frac{1}{2}$ time	6-8 credits	$\frac{1}{2}$ time
< 5 credits	< $\frac{1}{2}$ time	3-5 credits	< $\frac{1}{2}$ time



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Withdrawal

(Dropping all courses in a quarter.)

Students receiving financial aid who withdraw, officially or unofficially, from all courses in a quarter are subject to the federal refund and repayment calculation requirement. Any tuition refund will go to reimburse financial aid returns first. The proportion of aid that a student is entitled to is based on the number of days of documented attendance in the quarter. CityU is required to return to the financial aid programs unearned portion of the student's financial aid offer based on the period of nonattendance. If the student received a financial aid refund disbursement in excess of the amount of aid they were entitled to for the quarter, the student must return those funds to the university. Based on the federal calculation, there are times when a student's tuition charges are left completely or partially unpaid for the quarter. The student is responsible for any unpaid tuition or fee charges after the federal calculation is completed. No aid funds must be repaid if the student has documented attendance that is greater than 60% of the class(es) in a quarter before withdrawing. Only if funds remain available after return payments to federal aid programs will refunds be issued to the student, if any.

Attendance

As a financial aid recipient enrolled in classes that take attendance, the Financial Aid Office is required to consider your attendance record when determining if we should perform an administrative withdrawal. An administrative withdrawal is performed when a student has vanished or stops attending without formally withdrawing. Should an administrative withdrawal be warranted, there may be financial consequences to not attending the credits your financial aid is based on, and you *may* owe a repayment of some or all of the financial aid that has been disbursed to you for the quarter.

Our office is obligated to assume a student is absent when an attendance roster is left blank or is not kept up-to-date. Please either check your course syllabus or work with your instructor regarding questions about what constitutes an "absent" or "present" recording for attendance in your course. If you feel your attendance record is inaccurate, please contact your instructor immediately to have them correct the attendance record.

If you wish to formally withdraw from a quarter, please contact your Academic Advisor to assist you through the process. If you have special or unusual circumstances that caused you to be unable to attend, please be sure to share that information with your Advisor, as well.

Please review the Satisfactory Academic Progress criteria when considering dropping courses or dropping from a quarter. Dropping courses may effect a student's eligibility to continue to receive financial aid funding.