

City University of Seattle Financial Aid Office

Withdrawal Advising and Financial Outcome Estimates

Withdraw Advising: Financial Aid Office Staff Members are prohibited from directly advising students regarding the student's choice to either partially or completely withdraw from classes. This is because:

1. Financial Aid Staff Members are not Academic Advisors trained in identification or resolution of underlying reasons why a student may be having academic difficulties. Students having academic difficulties are advised to seek assistance through the College's advising services and SMARTTHINKING online tutoring.
2. Federal Student Aid Program regulations include "Satisfactory Academic Progress" (SAP) expectations of students, which are also managed by the Financial Aid Office. Because of our role in balancing the complicated interactions between these policies, our basic advice for all students is to:
 - a. Register at a credit level that provides the best opportunity to attend and complete all courses.
 - b. Seek assistance from available resources to ensure that a 2.0 cumulative GPA for undergraduate students and a 3.0 cumulative GPA for graduate students is sustained throughout enrollment.
 - c. Understand that students consistently completing fewer than 66% of their attempted credits or performing below GPA expectations will be suspended from receipt of aid.
3. It is a student responsibility to take actions needed to officially withdraw from courses. No conversation with staff of the Financial Aid Office should be interpreted by any student to indicate otherwise.

Financial Outcome Estimates: Financial Aid Staff Members are prohibited from providing an "estimate" or otherwise speculating about the final impacts of class withdraws to financial aid awards or to a student's potential need to repay financial aid funds back to the US Department of Education or City University of Seattle. Financial outcome factors for students to consider include but are not limited to the following:

1. Students who complete 61% or more of the planned enrollment period for each individual class usually do not owe money back to the programs or the University when they withdraw from classes.
2. Any partial or full withdrawal from courses that were considered when calculating the student's financial aid eligibility may result in a student requirement to:
 - a. Repay financial aid funds that were received and used to pay direct charges, or
 - b. Repay financial aid funds that were provided to the student directly for use toward off-campus expenses such as transportation, books, and housing.
3. Our office is required to perform specific calculations when students partially or fully withdraw from classes.
 - a. These Federal mandated calculations are based on the start and end dates for each specific course and help ensure that the student receives an amount of aid for the term that considers the length of student enrollment within the term of withdrawal.
 - b. We are required to complete these calculations within 30 days of being notified of the student's change in enrollment, and funds are to be returned within 45 days if necessary.
 - c. Funds are returned in an order prescribed by the US Department of Education, beginning with return of loan funds which helps to reduce the student's long term costs of borrowing.