**KB: 1478774**

**If I drop, audit, stop attending a class, or withdraw, will I have to repay my financial aid?**

Repaying or keeping your financial aid depends on a variety of factors including the type of aid you were awarded, when the change occurred, and if you are still enrolled in other classes. It also depends on if you did not attend a class, dropped a class before the census date, or if you withdrew. In some cases, enrollment changes may result in you owing a balance to the college as described below.

**Points to remember and definitions regarding drops, withdrawals, never attending a registered course (NVRKs), audits, overpayments, and Return to Title IV (R2T4):**

* **Students register for their classes and must** [**drop**](https://www.nvcc.edu/novaconnect/students/tuts/enroll/drop.html) **any class(es) they don’t plan to attend and complete.** [Pending financial aid](https://www.nvcc.edu/novaconnect/students/tuts/Calculate-Anticipated-Aid-Based-Actual-Enrollment.pdf), [holds](https://www.nvcc.edu/novaconnect/students/tuts/viewholds.html), or positive service indicators may prevent courses from dropping for non-payment through the enrollment cancellation process. Students can and must drop their own classes and not expect enrollment cancellation to do it for them.
* **Classes never attended or not attended beyond the** [**course census date**](https://www.nvcc.edu/calendars/academic/index.html) **will not count as eligible for aid. Also,** [**classes that are not applicable to a student’s program of study**](https://www.nvcc.edu/novaconnect/students/tuts/View-Financial-Aid-Ineligible-Classes.pdf) **will not be eligible for aid.**
* **The** [**16-week census date for the fall and spring terms**](https://www.nvcc.edu/calendars/academic/index.html) **and the** [**12-week census date for the summer term**](https://www.nvcc.edu/calendars/academic/index.html) **is considered the “term census” and is the point at which enrollment is locked for financial aid.** Courses no longer enrolled/attended at that point or added later for awarded students will not increase Pell or other grant aid.
* **Students awarded prior to the term census are awarded based upon anticipated full-time enrollment. After the term census date, awards will be adjusted based on actual enrollment for students enrolled in less than 12 required credits. Students who are awarded for the first time after the term census will be awarded based on their enrollment level as of the date awarded.**
* **Various types of aid have different enrollment-level requirements.** Check the green [financial aid handbook](https://www.nvcc.edu/financialaid/policies/handbook.html) on NOVA’s website for requirements.

**Enrollment levels are defined as:**

* + Less Than Half-Time: 1-5 required credits
  + Half-Time: 6-8 required credits
  + Three-Quarter Time: 9-11 required credits
  + Full-Time: 12 or more required credits
* **Aid for Less-than-Half-Time Enrollment could include partial** **Pell Grants and Part-time Tuition Assistance Program (PTAP) grants, if awarded.** Most other aid types require at least half-time enrollment. If your enrollment level falls below six required credits, federal student loans will not be disbursed; and you will also lose eligibility for work-study.
* **A drop is normally completed by the student or by enrollment cancellation prior to the course census date and will not show as ever registered.** Tuition and fees are not charged to the student.
* **Please refer to your course syllabus or the Academic Calendar published at** [**https://www.nvcc.edu/calendars/academic/index.html**](https://www.nvcc.edu/calendars/academic/index.html) **to determine the “last day to drop with a tuition refund” (course census date) and the “last day to withdraw without grade penalty” (receive a “W”) for the session(s) that you are attending.** Courses offered in various sessions (e.g. 16-week, 14-week, 12-week, 10-week, 8-week, etc.) typically have different deadlines to drop and withdraw. Online courses may also have different deadlines.
* **Never attending a registered course (NVRK):** Students must drop courses they do not plan to attend! If you enroll in a course and do not attend at least one class or submit at least one assignment in an online class prior to the course census date, you may be administratively deleted from the course in accordance with the [Never Attending Student (NVRK) policy](https://www.nvcc.edu/policies/policies.aspx?num=108). Tuition will not be refunded. Also, no record of the course and no letter grade for the course will appear on your transcript. The course will not count toward your financial aid eligibility, and your aid may be reduced if your enrollment level changes due to the NVRK. You will be required to repay any aid you are no longer eligible to receive (i.e. overpayment).
* **Audited classes cannot count toward financial aid eligibility.** If you choose to audit a class, your financial aid eligibility must be calculated or recalculated based on your enrollment level without that class. Tuition will not be refunded, and an “X” will appear on your transcript for the course grade. Because your aid eligibility could change, an audit may result in you owing a balance to the college.
* **An “overpayment” may result** if your financial aid has already disbursed and your eligibility changes as the result of never attending a course, auditing a course, or dropping a course before the course census date; you will be required to repay all funds for which you are no longer eligible to receive.
* **Complete Withdrawal:** If you stop attending or withdraw from all of your courses, or any class while not simultaneously attending another class, you will be subject to the [Return of Title IV Financial Aid Funds (R2T4) policy](https://www.nvcc.edu/forms/pdf/125-119.pdf), even if you have already completed a class or classes during the term. The Financial Aid Office is required to calculate how much of your aid was earned before you stopped attending/participating in your courses. Unearned aid must be repaid by the student in accordance with Federal R2T4 policy. Aid is generally considered earned if the student attends over 60% of the period he or she was scheduled to attend.
* **Partial Withdrawal:** If you withdraw from some, but not all, required courses **after** the published "last day to drop with a tuition refund” (and while still attending others), your aid will generally not be recalculated unless you drop below six required credits and are no longer eligible for undisbursed loans or work study. You will still be charged tuition and related fees for all your courses. If you [withdraw](https://www.nvcc.edu/novaconnect/students/tuts/withdraw.html) before the “last day to withdraw without grade penalty” you will receive a “W” for the course on your transcript.

**Note:** An [R2T4 calculation](https://www.nvcc.edu/forms/pdf/125-119.pdf) must be performed in the case of a partial withdrawal--even if courses have already been completed during the term--if you withdraw from a class while not simultaneously attending another class. However, if a student attends and completes at least one course that spans the entire term, all aid will be considered earned for that term (as adjusted for dropped classes and classes that were not attended).

* Always contact the [Financial Aid Office](https://www.nvcc.edu/financialaid/support/staff.html) before dropping or withdrawing from a class to see how this may affect your financial aid. You should also review both the [Return of Title IV Financial Aid Funds (R2T4) policy](https://www.nvcc.edu/forms/pdf/125-119.pdf) and the [Satisfactory Academic Progress (SAP) policy](https://www.nvcc.edu/financialaid/policies/sap.html) to make an informed decision.

Regardless of when you withdraw from a class, it could negatively impact your ability to meet SAP requirements. You must successfully complete at least 67% of the cumulative credits you attempt, maintain a minimum cumulative GPA, and complete your program before attempting 150% of the credits required for your program, in order to maintain SAP and potentially receive financial aid in the future.

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