



## FINANCIAL AID OFFICE

Student Community Center, Room 210

973-328-5230 (ph) • 973-328-5237 (fax) • [finaid@ccm.edu](mailto:finaid@ccm.edu)

214 Center Grove Road, Randolph, NJ 07869

# Withdrawal Policy for Financial Aid Recipients

All County College of Morris financial aid recipients are required to follow the college's withdrawal procedures, ensuring their "Official" withdrawal. This applies to those students withdrawing from a single course or the college entirely.

## [College Policy and Procedures for Individual Class or College Withdrawal](#)

Those students who fail to withdraw "officially" may have their financial aid cancelled and therefore would be responsible for their tuition charges, or if aid has already been disbursed, students may be required to repay a percentage of their refund or possibly the entire amount to the college.

### ***Example:***

1. *A student begins the official withdrawal process by submitting a completed withdrawal application to the college of their intent to withdraw.*
2. *The date the institution determines the withdrawal date may be the date indicated on the student's withdrawal application or the date determined by the faculty, which is based on the student's last date of attendance (LDA). If a student does not officially withdraw from a course or all courses, they will be assigned the grade of incomplete ( I ) which will later change to a failure ( F ), if no further action is taken by the student.*

Students who were notified of their financial aid eligibility for a term or the academic year and during that term or year officially withdrew from classes are advised as follows:

- Inquire at the Bursar Office, as to any balance that may be due based on the period of your withdrawal.
- If you were expecting your financial aid to cover any due balances, the crediting of any expected award may be delayed based on the financial aid office's determination as to your continued eligibility according to the date of your withdrawal.

### **"Unofficially" withdrawals from the college or a class:**

- You may be liable for your tuition charges in full out-of-pocket.
- You may be sent to collections by the [Bursars Office](#) on outstanding balances
- You may not be eligible for awarded financial aid
- You may be asked to return all or part of your dispersed financial aid award(s), if you received a refund based on your initial enrollment (*number of credits*).
- You may jeopardize your ability to continue your enrollment at the College with the assistance of financial aid, which is based on the grade received and your cumulative grade point average (refer- college catalogue or visit: [http://www.ccm.edu/wp-content/uploads/FinancialAid/SAP\\_Policy\\_eng.pdf](http://www.ccm.edu/wp-content/uploads/FinancialAid/SAP_Policy_eng.pdf) for CCM Satisfactory Academic Progress requirements).

### **Note:**

1. ***Computation of financial aid eligibility may be delayed. Students enrolling for an upcoming term must be prepared to pay any "past due" balance out-of-pocket. Once eligibility has been determined, a refund (if eligible) check will be mailed to the student.***
2. ***Students cannot use their following terms financial aid funding to cover a "past due" balance.***