

Everglades University Policy with Covid-19 Related Withdrawals

Title IV Regulation:

(FSA (Federal Student Aid) HB (Handbook) 2020-2021, DCL (Dear Colleague Letter) GEN 11-14, July 2011): When a student withdraws during a period, the account is reviewed for a possible Return to Title IV Calculation.

As of the May 15th, 2020 electronic announcement “Guidance for Interruptions of Study Related to Coronavirus (Covid-19)”, from the Department of Education institutions are able to “...waive the statutory requirement for institutions to return Title IV funds as the result of student withdrawals related to a qualifying emergency. For any student who begins attendance in a payment period or period of enrollment that includes March 13, 2020, and subsequently withdraws from the period as a result of COVID-19-related circumstances, an institution is not required to return Title IV funds”. Institutions must obtain written attestation from students who withdrew from distance education programs, if applicable, explaining why the withdrawal was the result of the COVID-19 emergency.

Updated guidance as of June 16th, 2020, extends the covered period for any semester or payment period that “...begins between March 13 and the later of December 31 or the last date that the national emergency is in effect”.

<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>

Policy:

For a student withdrawing during the extended covered period as stated above, during the updated guidance received on June 16th, 2020 due to a Covid-19 Related qualifying emergency, the institution will apply the Return To Title IV Calculation (R2T4) waiver and not return the unearned portion of Title IV funds.

An account will be reviewed for a possible R2T4 when a student withdraws from the institution during a period or, does not complete the last class scheduled in a period. For any semester/payment period starting after March 13th, 2020 an attestation (statement) from the student is required to apply the R2T4 waiver. An attestation may be in the form of:

1. Written notice
2. E-mail from a personal or school issued student e-mail address
3. Text message (documented through a transferable method)

This policy will remain in effect until December 31st, 2020 or, until the National Emergency is no longer in effect.

Process:

Through communication with the student, campus personnel determine a student is withdrawing or not completing a period due to a Covid-19 qualifying event. Below is the required process for proper handling:

1. Campus Dean collects the Covid-19 related written attestation from the student explaining the qualifying event.
 - a. Qualifying events may include but are not limited to:
 - i. Illness of student or family member
 - ii. Need to become a care giver or first responder
 - iii. Loss of childcare
 - iv. Economic Hardship
 - v. Inability to access wi-fi due to closed facilities
 - vi. Increase in work hours as a result of the Covid-19 emergency
 - vii. Closure of clinical or externship site
 - viii. Disruption to campus operations
2. Campus Dean completes a Change in Status Form indicating the withdrawal from the semester/payment period is due to a Covid-19 qualifying event and will add detailed notes in Contact Manager.
3. The Registrar will add the “Covid-19 Related” code when performing the change in status in CampusNexus and ensure the attestation and Change in Status Form are uploaded to SchoolDocs.
4. If a student withdraws from the institution during a period or, does not complete the last class scheduled in a period, Student Financial Operations (SFO) will perform an R2T4 calculation.
5. SFO will prepare an R2T4 calculation; however, no returns of the unearned portion of the Title IV funds will be processed for which the student is eligible.* A recalculation of Pell may result in refunds for courses that were not attempted.

*In the event an R2T4 was processed and refunds posted for the unearned eligible portion of Title IV funds, prior to the June 16th, 2020 announcement, SFO will review for eligibility for reinstatement of funds and no campus action is required as of the date of this policy.