

## **Enrollment Change Policy**

The Student Financial Aid Enrollment Change Policy requires a student to complete all of his/her **add/drop** changes by the census date of each course. (Contact the Office of Financial Aid for specific dates.) If a student adds or drops classes anytime up to and including the census date, financial aid will be adjusted. If changes are made after this date, financial aid will not be adjusted (*unless it is a total withdrawal*). Students receiving Federal Stafford Loans *should* maintain 6 credit hours throughout the quarter.

Financial Aid is awarded on the basis of full-time enrollment. If a student plans to enroll less than full-time, he should see a financial aid advisor to discuss his financial aid eligibility. The amount of aid a student is eligible for has no relationship to institutional charges or other incurred costs of attendance.

A student's institutional bill will reflect adjustments to financial aid as a result of any hour changes or withdrawals. If an hour drop occurs during the institutional refund period, there will be an adjustment in fees. A balance is due to Central Ohio Technical College when the adjusted fees exceed the adjusted financial aid. A hold will result until the balance due to Central Ohio Technical College is paid. A student owing a balance from a prior quarter will not be able to register for future quarters until arrangements have been made for repayment.

### **Important Notes regarding withdrawing and reduction of hours**

- 🔑 Non-attendance in classes is considered a reduction of hours and aid will be adjusted. Students not attending courses for which they registered must formally withdraw through The Gateway or at any campus location. Aid will be adjusted if a student is not attending classes, which may create a balance due on his institutional bill.
- 🔑 Students who receive financial aid over and above the cost of tuition and fees (i.e. received a refund check), and withdraw from classes may be required to return all or part of the refund.
- 🔑 Since there are consequences, it is recommended that every student see a Financial Aid Advisor **BEFORE** withdrawing or dropping hours.
- 🔑 In addition to the above mentioned financial consequences, dropping, not attending and withdrawing from classes will affect a student's Satisfactory Academic Progress as monitored by the Office of Financial Aid in accordance with Federal Regulations. Failure to meet SAP can result in the cancellation of Federal, State and Institutional aid. Please refer to the Satisfactory Academic Progress Policy in the next section of this document.

### **What if a class is cancelled?**

A 100% tuition refund of fees is given if a class is cancelled. Because of this, financial aid eligibility will be reduced accordingly. To prevent a reduction in financial aid, it is the student's responsibility to add classes that will bring him/her up to the required minimum hours by the "Census Date".

To view the chart of how aid is adjusted when credit hours change, click on the following link:

<http://www.cotc.edu/cotc/Finaid/0910finaid/QuarterlyChart.pdf>