**2023-2024 CVCC’s College Catalog and Student Handbook Addendum**

**Page 11 – Chattahoochee Valley Community College Mission**

Reads “Chattahoochee Valley Community College (CVCC) promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career technical education, workforce development, and adult education”.

**It should read “Chattahoochee Valley Community College (CVCC) promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career technical education, workforce development, and adult education. CVCC fosters an environment in which all members are respected, appreciated, and empowered to reach their full potential”. Correction has been made, effective March 13, 2024.**

**Page 36 - Federal Title IV Refund and Repayment Policy**  
Reads “This policy affects CVCC students who receive Pell, loan and SEOG funds. Title IV regulations specify that funds are awarded to a student under the assumption that the student will attend College for the entire period for which the assistance is awarded. Title IV regulations state that the student and CVCC are eligible to keep only the amount of Title IV funds earned. Unearned Title IV funds must be refunded to the Federal Government. Therefore, when a student receives Title IV funds (Pell, loan or SEOG) within a semester and then drops, withdraws or stops going to class before the 60 percent enrollment period of the term, the student becomes personally responsible for unpaid tuition and fees. The student will owe CVCC for unpaid tuition and fees.

If a student owes CVCC for tuition and fees due to refunded Title IV funds, a hold is placed on his/her account. When an account is on hold, the student will not be able to receive grades or transcripts to register for future semesters until the amount is paid in full. Also, if student accounts are not paid to CVCC in a timely manner, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any and all collection costs”.

**It should read:**

**Return to Title IV Funds**

**Following Federal regulations, those students who receive federal financial aid and officially withdraw from the College (all classes) during the first 60 percent of a term will have their federal financial aid adjusted. Schedule adjustments during drop/add periods are not considered withdrawals. A student may withdraw before the last day of class before any final exams for any semester or term. These dates are published on the College schedule and calendar. Students withdraw via the online process. It is the student’s responsibility to know the dates, process, and consequences for withdrawing. Students may contact the Financial Aid Office at 334-291-4914 or email finaid@cv.edu.**

**The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed before the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date at which the last date of attendance as reported by the instructor is used.**

**Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60 percent of the term.**

**A student who receives all “F”s or all “W”s, and whose last day of attendance was before the 60 percent date of the term, will have their federal aid adjusted as stated previously. The last date of attendance as reported by the instructor is used to determine the percent of the term attended. These adjustments occur within 45 days of the end of the term.**

**The Banner student system will be used to determine the amount of federal funds to be returned based on the official withdrawal record. Once calculated, the funds will be returned in the following order:**

* **Unsubsidized Stafford Loans**
* **Subsidized Stafford Loans**
* **PLUS Loans**
* **Pell Grants**
* **Supplemental Educational Opportunity Grants**

**Students who completely withdraw from the College may owe a repayment of federal financial aid funds to the College. If necessary, students will be billed by the Business Office. A return of Title IV aid may result in a hold on the student’s account, preventing the student from enrolling in additional classes and being eligible for federal aid until the balance on the account is paid. Also, if student accounts are not paid to the College promptly, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any collection costs.**

**Post Withdrawal Disbursement**

**If the student did not receive all of the funds that were earned before withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. CVC may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fee charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.**

**A credit balance that occurs as a result of a post-withdrawal disbursement will be refunded to the student or parent (PLUS loans) as soon as possible, but no later than 14 days after the credit balance occurs on the student account. Students may set up direct deposit in CVCC Pirate Portal Self-Service.**