

# CAPE COD COMMUNITY COLLEGE

## UNOFFICIAL WITHDRAWAL

You are receiving this notice because we recalculated your financial aid eligibility and returned an overpayment of your award(s). In order to earn and keep all of your financial aid awards, federal and state regulations require you attend through at least 60% of the semester. This regulation applies to grants, tuition waivers, and student loans.

### **What is an Unofficial Withdrawal?**

An unofficial withdrawal occurs when you earn 0 credits in your attempted classes and you did not submit withdrawal forms to the Registration Office. In most cases, this is due to F (Failing), Z (Absent), and R (developmental class) grades.

Federal regulations assume you earned approximately 50% of your financial aid.

### **Will this create a balance with the Business Office?**

Yes, in most cases. Contact the Business Office as soon as possible regarding your student account balance and payment requirements. If you received a refund check from your excess financial aid, you most likely will need to return a portion of it.

### **Will this prevent me from receiving financial aid in the future?**

Yes, in most cases. Financial aid regulations require that you successfully complete at least 2/3 (67%) of the classes you attempt and maintain a 2.0 cumulative grade point average.

### **How do I appeal this decision?**

If you did attend class or participate in an on-line class after the 60% point in the semester, contact your teacher(s). Request he or she email the Financial Aid Office with the last date you participated in class.

If you stopped attending class without withdrawing and you had extraordinary circumstances, you will need to complete two appeal forms. You must appeal in writing, not in person.

- Business Office Tuition & Fees Refund Form – used to clear the balance due and financial hold. Contact the Business Office for this form.
- Financial Aid Satisfactory Academic Progress Form – used to restore financial aid eligibility. This form is available at [www.capecod.edu/web/finaid/forms](http://www.capecod.edu/web/finaid/forms).

Appeals need to be submitted promptly – within 30 days if possible. Depending on the circumstances, the College may accept your appeal if it is received within one semester of withdrawal.

You will receive written notification of the outcome on your appeal. Please allow 3-4 weeks.