

Welcome to today's virtual session!
We are so happy you are here!
We will begin promptly at 3:00PM.

**The Office of
Student Financial Aid**



financialaid.utep.edu



studentfinancialaid@utep.edu



Call Us!
915-747-5204



**The Office of
Scholarships**



utep.edu/scholarships



scholar@utep.edu

SESSION GUIDELINES

- Please remain on mute until Open Forum
- Please submit your questions to the chat box
 - Do **NOT** post sensitive information
 - For example, your UTEP ID, SSN, Visa numbers, etc.
- Feel free to take screenshots!

Drops and Withdrawals –

How is your Financial Aid Affected?

Office of Student Financial Aid

Today we will discuss:



- Course Drops
- Complete Withdrawals
- Unofficial Withdrawals
- Never Attended



Course Drops



Course Drops



Students can drop **individual** courses that they no longer wish to take!

Drops can mostly be completed through your Goldmine student portal. You may contact the office of Registration and Records if you are unable to do it online.

Important dates to consider:

- Class Start Date
- Census Date
- Drop Deadline

Dates can be found in the Registration and Records website!



Important factors to consider:

- Refunds of Tuition and Fees (SBS)
- Financial Aid Adjustments
- Grade Assignment

Important Departments to contact:

- Academic Advising
- Office of Student Financial Aid
- Registration and Records Office
- Student Business Services

Find Important Dates Here

www.utep.edu/student-affairs/registrar/



REGISTRATION & RECORDS Division of Student Affairs

[ABOUT](#) [STUDENTS](#) [FACULTY AND STAFF](#) [TRANSCRIPTS](#) [GRADUATION](#) [PEOPLE](#)

[MY UTEP](#) [RESOURCES FOR](#) [QUICK LINKS](#)

[Graduation Information](#)

[Diploma Replacement](#)

[ACADEMIC CALENARS](#)

[ENROLLMENT-SERVICES-ROOMS.PDF](#)

CONNECT WITH US

The University of Texas at El Paso
Registration and Records
Mike Loya Academic Services Building
Room 107
500 West University Avenue
El Paso, Texas 79968

E: records@utep.edu

P: (915) 747-5544

F: (915) 747-8764



Academic Calendars

[Wintermester 2020](#) [Spring 2020](#) [Maymester 2020](#) [Summer 2020](#) [Fall 2020](#) [Wintermester 2021](#) [Spring 2021](#)
[Maymester 2021](#) [Summer 2021](#)

March 30th	FALL Registration Begins
Aug 14th	Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course
Aug 17th	Financial Aid is Disbursed
Aug 24th	Fall classes begin
Aug 24-28th	Late Registration Period(Fees are incurred)
Sept 7th	Labor Day Holiday- University Closed
Sept 9th	Fall Census Day Note: This is the last day to register for classes. If payment is not received by this day, students will be dropped.
Sept 21st	20 th Class Day Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.

Drops – Consider Class Start Date

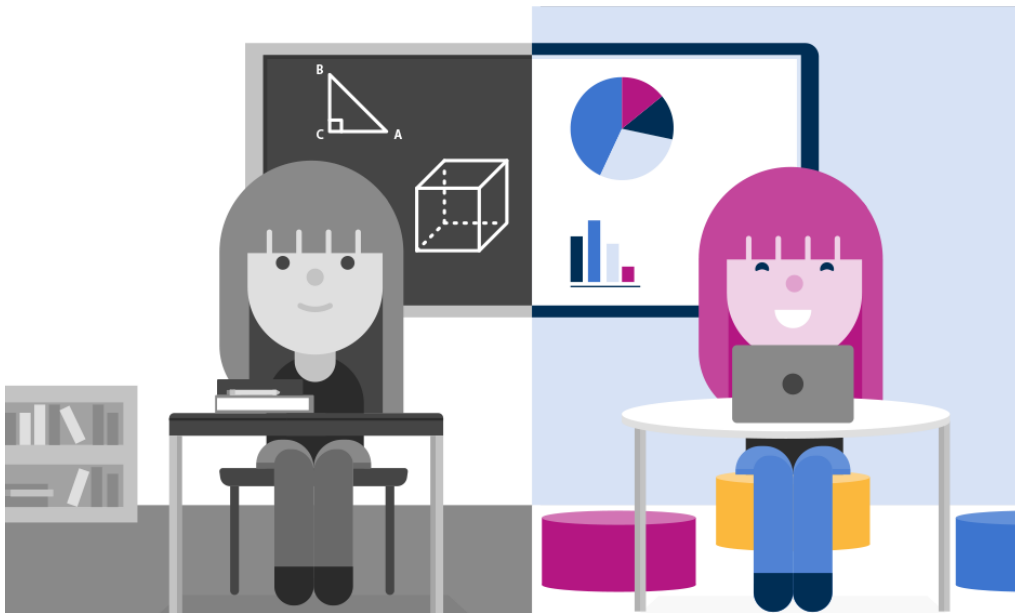
A photograph of an empty classroom with rows of white desks and grey chairs. A large whiteboard is at the front, and two "EXIT" signs are visible above the doors. The image is semi-transparent, with the text "Class Start Date" overlaid in a dark blue script font.

Class Start Date

Drop any course **before** this date to get a full refund of tuition and fees for the course.

Financial aid will adjust according to your new enrollment status (full-time, $\frac{3}{4}$ -time, half-time, less-than-half-time).

Drops – Consider Class Start Date



Case Study:

- Sandra registered for 4 courses (12 credit hours) when registration opened.
 - Charges for tuition and fees are \$3,532.
 - A week before classes begin, her job is requesting she work mandatory overtime for the upcoming months and she doesn't think she can handle a full-time school schedule.
 - Financial aid disburses 10 days before classes begin, therefore, Sandra's financial aid had already disbursed.
-
- Sandra dropped one course before the class start date and her new enrollment is now $\frac{3}{4}$ -time.
- Charges for tuition and fees is now only \$2,680 (for 3 courses)
 - Financial aid awards are adjusted to $\frac{3}{4}$ -time enrollment status
 - Course will be removed as if she had never registered for it

Drops – Consider Census Date



Students may add/drop any course(s) between the first day of class through census date:

- Dropped course(s) would not count against 6-course drop limit (Section 51.907 Texas Education Code)
- Financial aid will adjust according to your new enrollment status
 - It may adjust multiple times throughout the census period
 - Financial aid awards will be final after census date
- If course(s) are dropped **on the first day of class or after**, a student is not eligible for a full refund of tuition and fees for the dropped course.
- A student may be eligible for a *partial* refund of tuition and fees:
 - View the full *Refund Policy* posted in the Student Business Services (SBS) website for more information: <https://www.utep.edu/vpba/student-business-services/resources/Refund-Policy-for-Complete-Withdrawals-012419.pdf>
 - You may also contact SBS for questions:
 - Mike Loya Academic Services Building, Room 118
 - E: sbs@utep.edu / sbsrefunds@utep.edu
 - P: (915) 747-5116 / F: (915) 747-5933



Drops – Consider Census Date



Case Study:

- After the first week of class, Manuel does not feel prepared for his Calculus course and wants to drop it.
- Manuel dropped the course on the second week of class.

The Refund Policy states: *Refunding of applicable tuition and fees will be made under the following conditions:*

Prior to the first class day 100%

During the first five class days 80%

During the second five class days 70%

During the third five class days 50%

During the fourth five class days 25%

After the fourth five class days No Refund

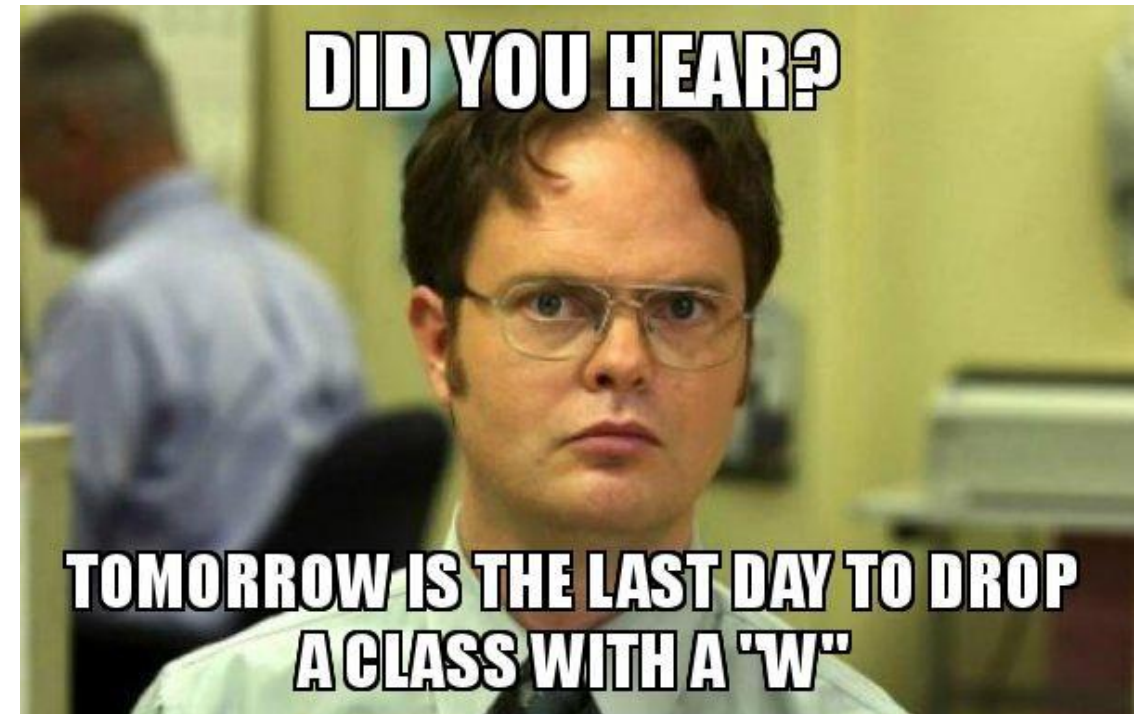
-
- Manuel was refunded only 70% of the tuition and fees
 - Manuel is still required to pay the remaining 30% of tuition and fees
 - Financial aid awards are adjusted to the new enrollment status

Drops – Consider Drop Deadline



Student-initiated drops **after** census date are considered withdrawn courses

- Course cannot be dropped through the Goldmine student portal - must contact the Registration and Records Office.
- Course will show on transcript as a withdrawn course
- Student is not guaranteed a grade of W - the faculty member will decide if they issue a grade of either W or F
- Financial aid awards are **not** adjusted after census date, **however**, it may impact a student's financial aid eligibility
 - Counts as an attempted course
 - Impacts **Completion Rate** and **Maximum Timeframe** components of a student's Satisfactory Academic Progress (SAP)



SAP - Pace (Completion Rate)



Students must successfully complete at least 67% of all credit hours attempted.

- Courses **earned** include grades of A, B, C, D or Pass.
- Courses **attempted** include grades of A, B, C, D, F, W, I*, N, S, and U.
- Transfer units count as both attempted and completed units.

Pace is calculated by **dividing earned credit hours by attempted credit hours.**

Example:

$$\begin{aligned} &45 \text{ earned credit hours} / 48 \text{ attempted credit hours} = 0.9375 \\ &= 93.75\% \text{ Pace / Completion rate} \end{aligned}$$

SAP - Maximum Timeframe



Students cannot exceed 150% of the published Program of Study / Degree Plan.

Examples:

An undergraduate program requires 120 credit hours.
 $120 \times 150\%$ (or 1.5) = **180 credit hours** (maximum credit hours)

A graduate program requires 48 credit hours.
 $48 \times 150\%$ (or 1.5) = **72 credit hours** (maximum credit hours)

Once a student reaches the maximum timeframe, the student is no longer eligible for financial aid.

Students wishing to change majors after beginning a program of study may do so one time before completing 90 credit hours without adversely affecting the maximum timeframe component of SAP. Any previously completed credits that do not contribute to the new degree program will be removed from the maximum timeframe calculation.



Complete Withdrawals

All withdrawn courses count as attempted courses!
Attempted courses impact the *Completion Rate* and
Maximum Timeframe components of a student's
Satisfactory Academic Progress (SAP).


Reminder – Student must meet SAP requirements to be
eligible for financial aid!

Complete Withdrawals – Registration and Records Office



Students can withdraw from all registered courses for the semester.

- Complete withdrawals cannot be done through your Goldmine student portal.
- Typically, a student would need to submit a *Complete Withdrawal From Semester or Mini Term Form* to the Registration and Records Office, however, COVID-19 may have changed the process.
- Some types of withdrawals may qualify you to receive a full refund of tuition and fees (such as a Medical Withdrawal) – Must submit supporting documentation and a committee will review the request.

 **COMPLETE WITHDRAWAL FROM SEMESTER or MINI TERM**

Registration and Records Office
Mike Loya Academic Services
Building, Room 107

Name

Last **First** **M.I.**

UTEP ID **8**

Term: ☐ Fall ☐ Spring ☐ Summer **Year** **Level** ☐ UG ☐ GR ☐ DR

CRN	SUBJECT	COURSE NO.	Mandatory: Reason for withdrawal (please ✓ one)	
(EX.) 12345	HIST	1302	<input type="checkbox"/> 01 – Insufficient F/A Funding	<input type="checkbox"/> 08 – Family Concerns
			<input type="checkbox"/> 02 – Financial Aid Denied	<input type="checkbox"/> 09 – Medical
			<input type="checkbox"/> 03 – Scholarship Denied	<input type="checkbox"/> 10 – Military
			<input type="checkbox"/> 04 – Can't Pay Tuition Invoice	<input type="checkbox"/> 11 – Death of Family Member
			<input type="checkbox"/> 05 – Work Conflict	<input type="checkbox"/> 12 – Death of Student
			<input type="checkbox"/> 06 – Relocation	<input type="checkbox"/> 13 – Visa Denied
			<input type="checkbox"/> 07 – Attend Other University	<input type="checkbox"/> 15 – Registered by Department
			<input type="checkbox"/> 00 – Other (please explain)	

Complete Withdrawals – Office of Student Financial Aid

It is federal policy for the institution (UTEP) to complete a *Return to Title IV (R2T4)* calculation when a student withdraws from the institution **regardless** of the reason for the withdrawal.

The R2T4 calculation determines how much financial aid funds you earned and how much was unearned (Number of Days Attended / Total Days in the Semester).

The amount of financial aid that is considered unearned is pulled back and returned to the original source (U.S. Department of Education (USDE) or loan lender).

The amount return is added to your UTEP balance and students are responsible for paying the balance!

Student will need to contact Student Business Services (SBS) for payment arrangements if student cannot pay the outstanding balance).



Complete Withdrawals – Office of Student Financial Aid



Case Study:

- April is attending the Fall semester and received \$3,098 in Federal Pell Grant.
 - In September, she was in a car accident and cannot return to her normal routine.
 - She stops attending class and begins to fall behind. She decides to completely withdraw from all of her courses.
-
- Within 30 days of the withdrawal, the Office of Student Financial Aid (OSFA) will perform an R2T4 calculation.
 - The calculation determined she only attended 28% of the semester and she is only eligible to keep part of the Federal Pell Grant she received.
 - The calculation determines OSFA must pull back \$2,416 of the Federal Pell Grant and the amount is returned to the USDE.
 - \$2,416 is added to April's UTEP balance and she is required to pay that money to UTEP.

Complete Withdrawals – Office of Student Financial Aid



Case Study Continued:

- April submits a medical withdrawal with the Registration and Records Office and is APPROVED!
-
- The Student Business Services office will refund her tuition and fees for the semester.
 - The refund helps offset the UTEP balance that was created by the R2T4 calculation.
 - If refund is not enough to cover the balance, the student is responsible for paying the remaining balance.

*If the medical withdrawal was denied, the student would still be responsible for paying the outstanding balance on her UTEP account.

Unofficial Withdrawals



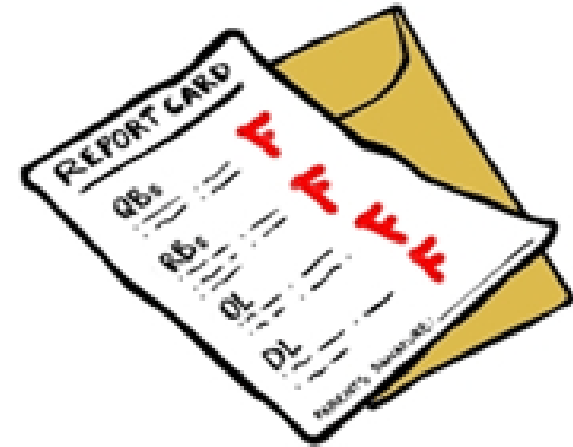
Unofficial Withdrawals – Office of Student Financial Aid

After grades post at the end of every semester, OSFA reviews grades for all federal financial aid recipients to determine if the student completed the semester and if the student is eligible to keep the financial aid originally received.

It is federal policy to complete a Return to Title IV (R2T4) calculation when a student:

- Receives federal financial aid,
- Does not completely withdraw from the semester, **and**
- **Does not earn a passing grade and/or stops attending.**

OSFA will determine the student's last date of attendance (LDA) for the semester and that date will be used to determine how much financial aid a student is eligible to keep and how much will need to be returned.



Unofficial Withdrawals – Office of Student Financial Aid

Case Study:

- George registered for 4 courses in the Fall:
 - ART 1300
 - ENGL 2311
 - FIN 3310
 - MGMT 3303
 - In September (after census), George was struggling with his Finance course and decided to drop the course.
 - He stopped attending his remaining courses.
 - After grades posted at the end of the fall semester, his fall record showed the following:
 - ART 1300 – F grade (LDA - 10/8/2020)
 - ENGL 2311 – F grade (LDA - 10/10/2020)
 - FIN 3310 – Officially dropped course on 9/1/2020
 - MGMT 3303 – F grade (LDA - 10/5/2020)
-
- Within 30 days of the withdrawal, the Office of Student Financial Aid (OSFA) will perform an R2T4 calculation based on the latest LDA reported (10/10/2020). The student will be responsible for paying any outstanding balance as a result of the R2T4 calculation.



Never Attended



Never Attended



After grades post at the end of every semester, OSFA will identify any students that did not begin attendance in their scheduled courses.

Students who do not begin attendance in one or more (but not all) of their scheduled courses, OSFA will adjust their financial aid and a student *may* be required to repay a portion of the financial aid originally received.

Students who do not begin attendance in **any** of their scheduled classes, are not eligible to keep the federal financial aid and must repay **all** aid originally received.



IMPORTANT!!!



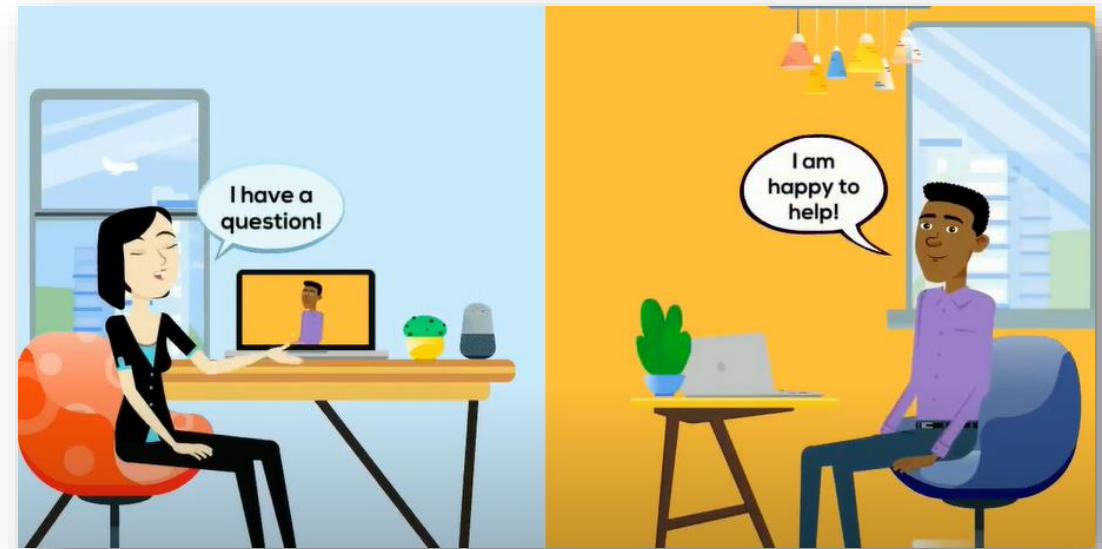
FOR ALL STUDENTS:

If the student does not pay any funds that are due to UTEP, a financial hold is placed on the student's account by Student Business Services.

This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

Be sure to consult with the appropriate departments if:

- You do not plan on attending the scheduled courses,
- Prior to dropping a course,
- Prior to withdrawing from the semester, or
- If you are having trouble in any of your courses and are unsure of what to do.



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