

5. Adjust federal financial aid on packaging screen in PowerFAIDS according to the return amounts as indicated on the repackaging worksheet. The worksheet will contain the net amounts to return. (The PowerFAIDS repackaging worksheet tab will give the revised net and gross amounts needed to make adjustments).
 - a. On the packaging screen enter revised gross amount on disbursed loans. For fall withdrawals, remove spring loan and change loan period if needed.
 - b. On the packaging screen enter revised amount of Pell Grant and lock award.
6. If the student had SC Tuition Grant use the percentage of unearned Title IV aid to determine amount of SCTG that will need to be returned.
 - a. On the packaging screen enter revised amount of SC Tuition Grant.
7. If the student had a SC scholarship. HOPE, LIFE, or Palmetto Fellows the school returns the amount of scholarship equal to the percentage of tuition refund given, if any. If the student did not receive a tuition refund no adjustment to the SC Scholarship is required.
 - a. On the packaging screen revise amount of SC Scholarship.
8. Run Disbursement Authorization out of PowerFAIDS which removes aid from student account in Jenzabar EX.
 - a. Pell Grant funds are returned by sending maintenance file out of PowerFAIDS to COD.
 - b. Loans are returned by sending maintenance file out of PowerFAIDS to COD.
 - c. SC Tuition Grant is returned by check to the SC Tuition Grant Commission.
 - d. State scholarship funds are returned by check to the SC Commission of Higher Education.
9. Notify Human Resources (FWS Coordinator) if student receives FWS.
10. Notify student by email of the fund(s) returned and direct them to the Accounting Office for payment of their student account balance. Notification includes instructions on how to complete Federal Student Loan Exit (r)3(ne)5(ud)7(es)e. Notification

6. Notify student by email of the fund(s) returned and direct them to the Accounting Office for payment of their student account balance. Notification includes instructions on how to complete Federal Student Loan Exit Counseling online (if applicable).
7. Registrar's office reports official withdrawal date to NSLDS through National Student Clearinghouse.

Hyperlinks

www.ciu.edu/policy