



# Adds, Drops, and Withdrawals: Help Me Rhonda!

Kim Wells | February 2017  
U.S. Department of Education  
2017 OASFAA Conference

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## Agenda

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- Adds, Drops, and Pell Recalculation Overview
- Pell Recalculations for Modules
- Withdrawal Definitions and Overview

# Adds, Drops, and Pell Recalculation Overview

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## Pell Recalculation Date (PRD)

- Schools can establish Pell Recalculation Date (PRD) to establish timeframe for students to add/drop courses to determine student's enrollment status for Pell purposes
- Often referred to as "census", "freeze" or "add/drop" date

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## Pell Recalculation Options

- No Pell recalculation policy
- Policy for Pell recalculation throughout term for every add or drop course occurrence
- Policy for Pell recalculation based on enrollment status from single fixed date
- Policy for Pell recalculation to account for modules within term

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## If No Pell Recalculation Policy

- Student who begins attendance in all classes paid based on initial calculation
  - even if enrollment status changes before disbursement is made
- Initial calculation
  - First calculation made on/after date school has received an ED-produced EFC and uses enrollment status at time of initial calculation

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## If No Pell Recalculation Policy

Crystal Clear College does not have a Pell Recalculation Policy.

They receive Ariel's Pell Eligible ISIR on August 5, 2016 and provide an initial calculation that she is scheduled to begin attendance as a full-time student at the start of the term on August 15, 2016.

Ariel begins attendance as a full-time student but drops 3 credit hours on August 20, 2016. Ariel should still receive full-time Pell since the school is required to use the initial calculation.

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## If No Pell Recalculation Policy

Crystal Clear College does not have a Pell Recalculation Policy.

They receive Ariel's Pell Eligible ISIR on August 5, 2016 and provide an initial calculation that she is scheduled to begin attendance as a half-time student on August 15, 2016.

Just before term start, Ariel adds two more classes and is enrolled full-time on August 15, 2016 when classes begin. The school is required to use the initial calculation of half-time enrollment status for Pell awarding.

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## If No Pell Recalculation Policy

Crystal Clear College does not have a Pell Recalculation Policy.

They receive Kevin's Pell Eligible ISIR on August 5, 2016 and provide an initial calculation that he is scheduled to begin attendance as a full-time student at the start of the term on August 15, 2016.

Kevin does not begin attendance in two of the classes and is considered half-time at the term start. The school should recalculate for half-time status since Kevin is ineligible for the initial full-time Pell originally calculated.

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## If School Has Pell Recalculation Policy

Crystal Clear College has a Fall term start of August 15, 2016 with a PRD of August 30, 2016.

Sarah begins attendance on 8/15 with 6 credit-hours, but adds an additional course for 3 credit-hours on 8/22. Sarah's enrollment status for Pell purposes = 9 credit-hours

Ben begins attendance on 8/15 with 12 credit hours, but drops 2 courses for a total of 6 credit hours on 8/25. Ben's enrollment status for Pell purposes = 6 credit hours

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## If School Has Pell Recalculation Policy

Crystal Clear College has a Fall term start of August 15, 2016 with a PRD of August 30, 2016.

Gracie begins attendance on 8/15 with 6 credit hours, but adds an additional course for 3 credit hours on 9/1. Gracie's enrollment status for Title IV purposes = 6 credit hours

Joshua begins attendance on 8/15 with 12 credit hours, but drops 2 courses for a total of 6 credit hours on 9/1. Joshua's enrollment status for Title IV purposes = 12 credit hours

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## Withdraws Prior to PRD

When determining Pell eligibility school must use enrollment status established on earliest date of withdrawal or PRD

- If student withdraws prior to arrival of PRD, school must use enrollment status student established prior to withdrawal
- If student adds a course after PRD and subsequently withdraws, school must use enrollment status established by student at time of PRD

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## Withdraws Prior to PRD

Crystal Clear College has Fall term start of August 15, 2016 with PRD of August 30, 2016

Alyssa begins attendance on 8/15 with 6 credit hours, but withdraws on 8/22. Alyssa's enrollment status for Pell = 6 credit hours.

Scott begins attendance on 8/15 with 6 credit hours, but adds 2 courses for an additional 6 credit hours on 9/1. Subsequently, he drops all courses on 10/15. Scott's enrollment status for Pell = 6 credit hours.

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## Post PRD Enrollment Starts

If program is offered in modules and there is an enrollment start after established PRD, school must use enrollment status from the latter occurrence between PRD and enrollment start date

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## Post PRD Enrollment Starts

Crystal Clear College has Fall term start of August 15, 2016 with PRD of August 30, 2016. In addition to full-length courses, they also have modules within the term.

Paul does not begin attendance at the start of the term, but on 9/15 decides he wants to enroll in two modules (6 credit hours) to start on 10/1. Provided Paul begins attendance in both modules, his enrollment status for Pell = 6 credit hours.

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## Post PRD Enrollment Starts

Crystal Clear College has Fall term start of August 15, 2016 with PRD of August 30, 2016. In addition to full-length courses, they also have modules within the term.

Nancy begins attendance on 8/15 with 6 credit hours, but decides to enroll in a module course (3 credits) on 10/1 – the start date of the module. Nancy's enrollment status for Title IV purposes = 6 credit hours.

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# Administering Pell Recalculation for Modules

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## PRDs and Modules

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Schools can assign PRD to each module within term

- PRD is activated only in event student begins attendance in assigned module
- If student does not begin attendance in assigned module, school should use latest active PRD to determine enrollment status

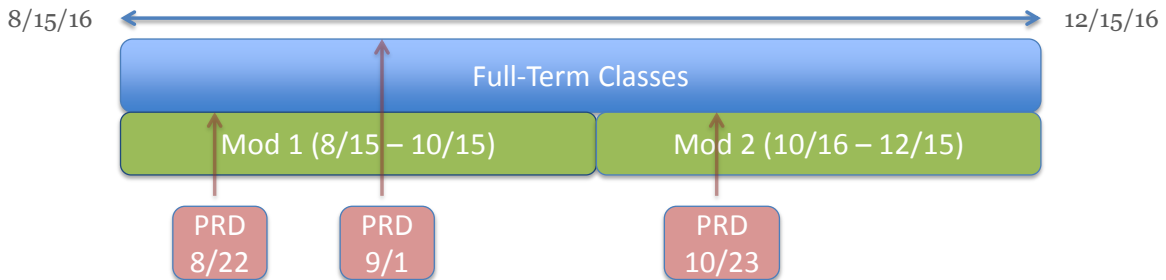
When PRD is activated all courses are considered when determining enrollment status

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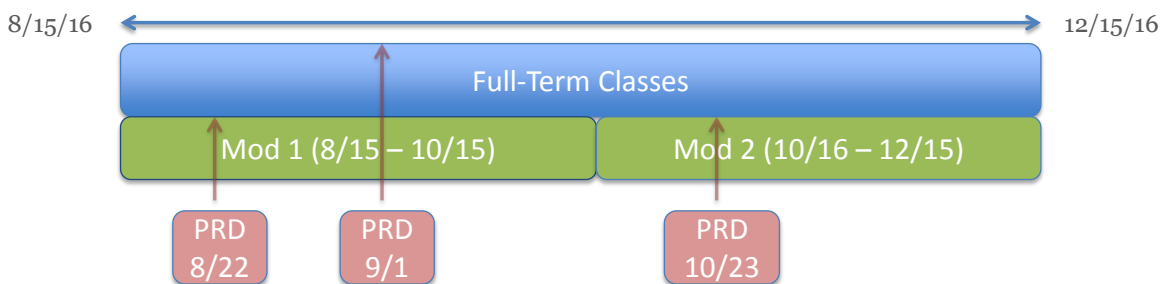
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# PRDs and Modules



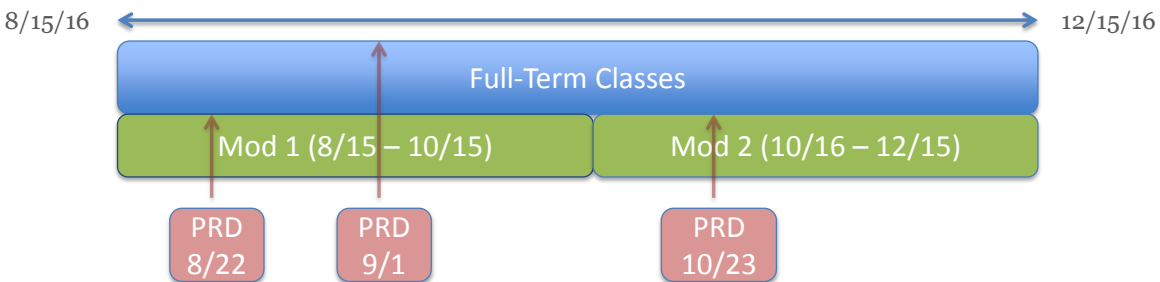
Crystal Clear College has a term start date of 8/15/16 and term end date of 12/15/15. The school has three different PRDs of 8/22/16, for Mod 1 courses, 9/1/16 for full-term courses and 10/23/16 for Mod 2 courses.

# PRDs and Modules



Jesse is scheduled to attend 6 credits in the full-term courses, 3 credits in Mod 1 and 3 credits in Mod 2. He drops a full-term course (3 credits) on 9/5 and the Mod 2 course (3 credits) on 10/20. Since he began attendance in the Mod 2 course, 10/23 PRD is used. Enrollment status for Pell = 6 credit hours.

# PRDs and Modules



Michelle is scheduled to attend 6 credits in full-term courses, 3 credits in Mod 1 and 3 credits in Mod 2. She drops a full-term course (3 credits) on 9/5 and never begins attendance in Mod 2. Since she did not attend class in Mod 2, the 9/1 PRD is used. Enrollment status for Pell = 9 credit hours.

# Withdrawal Dates

## When Student is Considered Withdrawn

For programs measured in credit- hours

- student does not complete all days in payment period or period of enrollment that student was scheduled to complete

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## When Student is Considered Withdrawn

For programs measured in clock-hours

- student does not complete all clock-hours and weeks of instructional time in payment period or period of enrollment that student was scheduled to complete

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## When Student is Considered Withdrawn

For non-term or nonstandard-term programs

- student is not scheduled to begin another course within payment period or period of enrollment for more than 45 calendar days after end of module the student ceased attending, unless student is on approved leave of absence

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## When a Student is Considered Withdrawn

If student ceases attendance from all Title IV eligible courses in payment period or period of enrollment, student must be considered a withdrawal for Title IV purposes, even if student is still enrolled in non Title IV courses.

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# Resources

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## Resources

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### Federal Student Aid Handbook

Volume 3, Chapter 3	Pell Recalculations
Volume 4, Chapter 3	Direct Loan Disbursements
Volume 5, Chapter 1	Withdrawals

### Federal Regulations – 34 CFR

690.80	Pell Recalculations
668.21	Student Does Not Begin Attendance
668.22(I)(3)(i)	Notification of Withdrawal
668.22(I)(3)(i)	Date of Determination

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# Questions



# ED Contacts

## Research and Customer Care Center

1-800-433-7327

fsa.customer.support@ed.gov

**Reach FSA** 1-855-FSA-4-FAA

Campus-Based Call Center	eZ-Audit
COD	School Eligibility Services Group
CPS/SAIG	Foreign Schools Participation Division
NSLDS	Research and Customer Care Center
G5	Nelnet Total & Permanent Disability

## Contacts

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## Training Feedback

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To ensure quality training we ask all participants to please complete an online session evaluation

- Go to <https://www.surveymonkey.com/r/KimberlyWells>
- Additional feedback about training can be directed to **[joann.borel@ed.gov](mailto:joann.borel@ed.gov)**

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# Thank You!

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