amount will be posted to the student’s Jefferson College account and written communication accompanying a bill will be mailed.

This policy only applies to students who withdraw from all courses or students who stop attending all classes.

How can I avoid getting into a situation that will require the return of an overpayment?
Many students panic when they begin to struggle in classes. They will withdraw from all classes even though they may be doing well in one or two classes. Students should only withdraw from those classes that are giving them the most difficulty and attempt to finish as many classes as possible.

** IMPORTANT NOTICE **
Students verified to receive any form of federal, state, or institutional financial aid are prevented from being dropped from courses for non-payment. A student’s financial aid counts as anticipated payment, so if you are not planning to attend the College, officially withdraw from classes or you may be held responsible for the semester’s charges.

Federal Student Aid Penalties for Drug Convictions

Students completing the FAFSA will encounter the question: “Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?” Students who answer “Yes” will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid since a federal or state drug conviction can disqualify a student for federal student aid funds.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal financial aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

A student who has been convicted of possession or sale of illegal drugs loses federal student aid eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

For convictions involving possession, the periods of ineligibility are as follows:
• 1st Offense: one year after the date of conviction.
• 2nd Offense: two years after the date of the second conviction.
• 3 or more Offenses: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:
• 1st Offense: two years after the date of conviction.
• 2 or more Offenses: indefinite from the date of the second conviction.
Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

When a student regains eligibility during the award year, the student may be awarded Pell grant and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

Class Attendance Policy

Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy. Students are not entitled to a certain number of absences. Information presented in the classroom is critical in the learning process. An instructor may consider excessive tardiness as absences in determining if a student may remain in the class. If a student misses more than 15 percent of the total time (including lecture and laboratory) that the class meets in a semester, the student may be prohibited from attending the class by the instructor. In such cases, the student must officially withdraw from the course, by the designated withdrawal date, in order to reduce the possibility of receiving an “F” for the course. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Failure to attend class does not constitute an official withdrawal.

Financial Aid Implications Related to Attendance

Federal regulations require that students earn financial aid funds by attending and participating in courses. If a student fails to begin attendance in a course, the institution is required to reduce the student’s financial aid enrollment level and eligibility. Also, a last date of attendance based on an academically-related activity must be used to determine