



Policy for Return of Title IV Funds

Overview

The Return of Title IV Funds policy outlines the procedures and responsibilities for returning federal financial aid funds when a student withdraws from all courses before completing the enrollment period. This policy ensures compliance with federal regulations and helps maintain the integrity of our financial aid programs.

Applicability

This policy applies to all students who receive Title IV federal financial aid and withdraw from all courses during an enrollment period. Title IV funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Direct Loans (Subsidized and Unsubsidized), and Federal PLUS Loans.

Periods of Enrollment

At our institution, we offer several periods of enrollment to accommodate different learning preferences and schedules. Once admitted to an academic program, students will follow an enrollment pattern aligned with their program type, which could be accelerated, traditional, or hybrid. This approach ensures flexibility and enhances the learning experience.

Withdrawal Process

1. **Official Withdrawal:** Students must notify the Registrar's Office of their intent to withdraw. The official withdrawal date is the date the student begins the withdrawal process or notifies the institution of their intent to withdraw.
2. **Unofficial Withdrawal:** If a student stops attending classes without notifying the institution, the withdrawal date is determined based on the last date of attendance or academic activity.

Calculation of Earned and Unearned Aid

The amount of Title IV aid earned by the student is calculated based on the percentage of the enrollment period completed before withdrawal. The formula used is:

$$\text{Percentage of Enrollment Period Completed} = \left(\frac{\text{Number of Days Completed}}{\text{Total Number of Days in Enrollment Period}} \right) \times 100$$

- **Earned Aid:** The percentage of aid earned is equal to the percentage of the enrollment period completed.

- **Unearned Aid:** The remaining percentage of aid that must be returned to the federal government.

Return of Title IV Funds

1. **Institutional Responsibility:** The institution is responsible for returning the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of unearned aid.
2. **Student Responsibility:** The student is responsible for returning any unearned aid that the institution is not required to return. This may include loan funds, which must be repaid according to the terms of the promissory note, and grant funds, which are subject to a 50% repayment cap.

Order of Return of Title IV Funds

Funds are returned in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV assistance

Post-Withdrawal Disbursements

If a student earned more aid than was disbursed before withdrawal, they may be eligible for a post-withdrawal disbursement. The institution will notify the student of their eligibility, and the student must accept or decline the disbursement within a specified timeframe.

Impact on Future Financial Aid

Withdrawing from courses can affect a student's future financial aid eligibility. Students must maintain satisfactory academic progress (SAP) to continue receiving Title IV funds. Failure to meet SAP standards may result in the loss of financial aid eligibility.

Other Types of Financial Aid

In addition to Title IV federal financial aid, students may receive institutional and state aid. These awards have their own eligibility criteria, which must be met to maintain the aid. For example:

- **Institutional Merit Scholarships:** To be eligible for our Merit Scholarship, students must be enrolled full-time. If a student does not maintain full-time enrollment or does not complete the term of enrollment, the scholarship will not apply.

- **State Grants and Scholarships:** State aid programs have specific eligibility requirements, such as maintaining a certain GPA or enrollment status. Failure to meet these criteria may result in the loss of state aid.

Conclusion

Understanding the Return of Title IV Funds policy is essential for students receiving federal financial aid. This policy ensures that both the institution and students comply with federal regulations and maintain the integrity of our financial aid programs. If you have any questions or need further assistance, please contact the Student Financial Services Office.