

## **Return of Title IV Funds, Policy and Regulations**

A portion of Title IV grant or loan funds must be returned to the Title IV programs upon a Title IV recipient's withdrawal from the school.

### *Withdrawal date*

The day the student withdraws is the date (determined by the school):

- The student began the withdrawal process prescribed by the school;
- The student otherwise provided the school with official notification of the intent to withdraw; or
- For the student who does not begin the school's withdraw process or notify the school of the intent to withdraw, the institution will use the standard 50% of the term as the last date of attendance for unofficial withdrawals unless a later date of withdrawal can be documented by the institution based on the last day the student attended class or submitted coursework.

### *Percentage of the payment period or period of enrollment completed*

This calculation is derived by dividing the number of days the student completed into the total number of days in the semester.

### *Calculation of Title IV assistance earned*

Up through the 60% point of time, the percentage of assistance earned is equal to the percentage of the period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60% point, then the amount is 100%

### *Responsibility of the school*

The school shall return the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the period of enrollment of which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance. The school will return any T-IV funds that are due to the Title IV programs as soon as possible, but no later than 45 days from the determination of a student's withdrawal. The school will offer a post-withdrawal (PWD) loan disbursement within 30 days of the date the school determined the student withdrew and issue a post-withdrawal grant disbursement within 45 days of the date the school determined the student withdrew, if a student has eligibility for the Title IV funds. If you did not receive all of the funds that you have earned, you may be due a PWD. If the PWD included loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your PWD (including loan funds, if you accept them for tuition, fees, and room and board charges (as contracted with the school)). For all other school charges, the school needs your permission to use the PWD. If you do not give permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

### *Responsibility of the student*

Students shall return unearned Title IV assistance minus the amount the school returns.

### *Order of return of Title IV funds*

Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:

1. Unsubsidized Stafford loans
2. Subsidized Stafford loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell grant
6. Federal SEOG grant
7. Federal TEACH grant