

Title IV Return of Funds Upon Withdrawal

If a recipient of Title IV assistance withdraws from school, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance. The unearned portion of the Title IV funds must be returned. These programs include the Federal Pell Grant, Federal SEOG, Federal Stafford Loans (subsidized and unsubsidized), and Federal PLUS Loans.

If a student enrolls but never begins classes, all aid would be refunded to the source. If the student begins attending classes, but leaves before completing the term, some aid may be able to be retained, based on the refund calculation set forth by the Department of Education.

If a student receives federal student aid and withdraws from school, some of that money may have to be returned to the source. Even if the student does not complete their coursework, they will have to repay any loan funds received, minus any loan funds that the school returns to the lender. The student will also be responsible for paying any school charges that were previously paid by aid and have now become a debit because of aid returned.

When a student withdraws from the college it is necessary to review their account in order to post any necessary tuition reductions, calculate necessary Title IV refunds, and clear any remaining credit or debit balance. In addition, NSLDS must be updated and loan exit paperwork mailed to the student if applicable.

Student Withdrawal Process

The process of withdrawing from a course begins with the Registrar's Office. The student must obtain a withdrawal form from the Registrar's Office. The form must be properly filled out and signed by the Vice President for Student Affairs, Vice President for Financial Affairs, Financial Aid Director and the Registrar. Any credit or refunds will be based on the date of official written withdrawal from school as received in the Registrar's Office.

Withdrawal Date

The official withdrawal date is determined by the date the signed withdrawal form is received in the Registrar's Office. The official withdrawal date for students who unofficially withdraw is determined by the last date of class attendance. The Registrar's Office works with the faculty to determine the last date of class attendance.

Title IV Return

If a student completely withdraws from classes prior to completion of 60% of the term, a Title 4 refund calculation will be required. The federal calculation will determine how much federal aid must be returned to the Federal Government, based on the amount of federal aid that was awarded and the percentage of the term that was completed. An example of the R2T4 calculation worksheet can be provided by the Office of Financial Aid.