

# Return of Federal Title IV Aid

If a student completely withdraws from the University and has utilized Federal Title IV funds (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Direct Loan, or Federal Direct PLUS Loan, Federal Direct Graduate PLUS Loan) during the semester in which they withdraw, the University will observe the federally mandated process in determining what amount of money, if any, must be returned to the federal program(s).

Students who intend to withdraw from the University must complete the process as outlined in the University Catalog under the Academic Policies section. In cases where a student has received federal financial assistance during that semester, the Office of Financial Assistance will determine what, if any, adjustment must be made. This determination will be based on the formula prescribed in the federal regulations for the return of Title IV funds. This determination is made on the basis of the number of calendar days completed in the semester prior to the student's notification to withdraw, divided by the total number of days in the semester. If the resulting percentage is greater than or equal to 60%, no return of federal funds will take place.

If the percentage is less than 60%, this percentage will be used to determine the portion of Title IV aid that has been "earned". The remaining amount must be returned in the following order:

- Federal Direct Unsubsidized Loan Federal Direct Subsidized Loan
- Federal Direct PLUS/Federal Direct Graduate PLUS Federal Pell Grant
- Federal SEOG Other Title IV Aid

**NOTE:** Refunds as a result of official withdrawal or leave of absence will be made in accordance with the University's refund policies which appear in the Tuition and Fees section of the Catalog.

A student who withdraws or takes a Leave of Absence from an online program will have their last date of attendance measured by their last academic related participation via their appropriate system. Academic activities include but are not limited to:

- Submitting an academic assignment
- Taking an exam, an interactive tutorial, or computer-assisted instruction
- Participating in an online discussion about academic matters
- Attending a study group that is assigned by the institution
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- The academically related activity is NOT defined by:
  - Logging into an online class without active participation
  - Participating in academic counseling or advisement

For all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the module, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period (semester). If a school obtains a written confirmation of future attendance but the student does not return as scheduled, the student is considered to have withdrawn from the payment period (semester). A return of Title IV calculation will be processed at that time.

Students are required to return written confirmation within two weeks of being contacted by the Office of Financial Assistance. If not returned, a withdrawal calculated will be conducted. If the amount of money that must be returned to Title IV programs exceeds that which exists in the students account as a result of the University's refund policy, the student will be notified as to the amount of any grant

money that must be repaid. This repayment must take place in order for a student to reestablish eligibility to receive federal funds in the future. Any loan proceeds must be repaid and will become part of the normal repayment procedures for the loan program.