

Return of Title IV Funds Policies

Policy for Withdrawals, Attended

Student eligibility for Title IV funds is based on enrollment status and is subject to review on a prorated basis when a student completely or partially withdraws during a semester. A student may be subject to a Return of Title IV Funds (R2T4) calculation to determine the student's actual earned aid {HEA sec. 484B} if they:

- Have attended at least one day in one class and;
- Have ceased enrollment in a course or courses that do not span the length of the payment period {§668.22(l)(6)} and;
- Are not currently enrolled in another course during the term and;
- Have not confirmed intent of future enrollment {§668.22(a)(2)}

The financial aid office is notified of any official withdrawals via a system generated report. The report is reviewed on a regular (weekly) basis and delivers any student file that has had a revision to their course load registration for the award year.

The outcome of the recalculation is dependent on when the withdrawal is initiated and the type of aid that the student has received. The Financial Aid office is responsible for reporting in the calculation the last date of attendance. As a school that is not required to take attendance, we will use the last date of an academically related activity that the student participated in as the student's withdrawal date (Volume 5, 5-54). We will use the date provided by the Registrar when applicable. In the event no date is provided to the Registrar we will contact an instructor for the last date of academic attendance in a face to face course or use the last date of academic attendance in an academically related activity in an online courses. Institutionally scheduled breaks of five (5) or more consecutive days are excluded from the calculation {§668.22(f)(2)(i)}.

For all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains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 or period of enrollment. A confirmation of intended future enrollment must be obtained through the student's Urbana email address at the time of withdrawal. If confirmation is not obtained appropriately or if the student receives an unofficial withdrawal a R2T4 calculation will be initiated.

Title IV federal financial aid eligibility will be reviewed and considered for recalculation when a student withdraws from any of his or her classes within a term that is comprised of modules. Based on registration records, the percentage of financial aid earned by the student is determined by dividing the number of days completed by the total number of days in the semester. To calculate the total amount of financial aid earned by the student, the percentage of aid earned is then multiplied by the aid awarded to the student. Once the aid earned is calculated, the amount is subtracted from the total amount awarded to get the final result of aid to be returned to the Department of Education. After the recalculation is completed funds will be sent back to the appropriate Title IV agency.

The calculation will be completed within thirty (30) calendar days and all unearned funds will be returned to prospective programs as soon as possible, but no later than forty-five (45) calendar days from the date of notification {34 CFR 668.22(j)}.

Once the calculation is completed and it is determined that it is necessary that funds be returned, an updated award letter will be mailed to the student documenting the reduction in financial aid funds.

Urbana University will return funds in accordance with the guidelines outlined by the Department of Education {668.22(j)(1)}. Funds will be returned in the following order, up to the amount disbursed from each source:

1. Unsubsidized Direct Stafford loans
2. Subsidized Direct Stafford loans
3. Perkins Loan
4. Graduate or Parent PLUS loans
5. Federal Pell Grants for which a return of funds is required (including any funds from a crossover period)
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
7. TEACH Grant
8. Iraq and Afghanistan Service Grant for which a return is required.

Policy for Withdrawals, Never Attended

If a student never attends any class(es) during a semester, all Title IV funds previously paid to the student for that payment period will be returned to the respective programs in the total amount that the student received from each program {34 CFR 668.21}. Funds will be returned as soon as possible, but no later than 45 calendar days from the date of notification. No Return of Title IV calculation will be completed.

Policy for Intended Enrollment

The intended enrollment for all courses will begin on the date the term begins through the end of the term. If a student is taking modular courses, then the intended enrollment will reflect the start and end date of the modular courses. Classes that were dropped prior to the start day of the first class or prior to the start date of the term are NOT included. Classes that the student enrolled in multiple times are NOT duplicated in the intended enrollment.

Policy for Institutional Charges

All tuition charges will be included that were present on the student account the day prior to the withdrawal date, rounded to the nearest dollar. Included with tuition charges are any initial registration fees for both Graduate and Undergraduate students, room and board, and other education expenses that are paid directly to the school {34 CFR 668.22(g)}. The following charges are NOT included:

- Graduation fees
- Federal, State or Institutional aid applied to the account
- Finance Fees for late payment
- Group Health Insurance Fees

Policy for Post Withdrawal Disbursements (PWD)

All conditions listed below must be considered when determining whether the student is eligible for aid disbursed or aid that could have been disbursed (ATCHBD):

- a. A student must be previously packaged with federal aid eligibility
- b. Award letter must be received and processed for loan eligibility
- c. A completed Master Promissory Note (MPN) must be on file in order to be eligible for loans
- d. Student must have a completed Entrance Interview on file to be eligible for loans
- e. Loan(s) must have been certified
- f. For Pell Grant funds: the actual hours attended will be used to determine Pell eligibility.

After determination of eligibility for a PWD a student is notified of the amount of earned aid that could be applied to the account. In the case where a student has earned a portion of their loan funds the student has 14 days to reply to the notification to either accept or decline the eligible aid and if the student fails to reply within that allotted deadline the FAO considers that as an automatic forfeiture of eligibility {34 CFR668.22(a)(5)(iii)(A)(5)}.

Grant funds that the student is eligible for through a PWD will be automatically disbursed to the student account.

Any grant funds that are credited to the student's account will be disbursed as soon as possible, but no later than 45 calendar days after the date of determination of withdrawal {34 CFR 668.22(a)(5)(ii)(B)(1)}.

The PWD notification to the student includes the following information:

- Notification that any remaining portion of the disbursement that cannot be used to pay outstanding charges will be sent to the student in the form of a refund check.
- Reminder that any loan funds must be repaid and do effect the student's total aggregate borrowing limits.
- Authorization for Urbana University to use any credit balance resulting from the Post-Withdrawal Disbursement to pay any outstanding charges on the account for the current semester, any past due charges for the current award year, and any past due charges up to \$200 from prior academic years.