

FEDERAL AID REFUND POLICY FOR STUDENTS RECEIVING FEDERAL ASSISTANCE

Any student who completely withdraws from Ursuline College and is receiving Federal Title IV Financial Aid is subject to the following policy regarding refund and repayment of those funds (34 CFR 668.22). This policy applies to students who discontinue enrollment in ALL classes on or after the first day of the semester.

Definitions

Title IV aid, as defined by the Higher Education Act of 1965, includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Federal Perkins Loans
- Federal Direct Subsidized Stafford and Federal Direct Unsubsidized Stafford Loans
- Federal PLUS Loans
- Federal Graduate PLUS Loans
- Federal Work-Study

Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

Return of the Title IV Aid

A Return of the Title IV Aid calculation must be determined when you withdraw from the College. This policy does not apply to students who cancel their registration prior to the first day of classes or to students who drop some but not all of their classes. However, students should notify the Office of Financial Aid of any changes they make because their continued eligibility may be affected.

When you withdraw, the Office of Financial Aid must calculate the amount of financial aid you have earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned to the respective Federal Aid program within 45 days. If you are a Work-Study employee, you are no longer eligible to receive payment from Federal Work-Study funds effective immediately when you withdraw. Non-Title IV aid programs (such as the Ohio College Opportunity Grant (OCOG), and Institutional Grants and Scholarships) are not part of the Return of Title IV aid calculation; however, they may still be subject to reduction in cases of a withdrawal.

CALCULATING EARNED FINANCIAL AID

EARNED AID is determined by taking the number of days attended (all calendar days are counted, including weekends) divided by the total number of days in the term (first day of classes until the last day of finals). *If a student withdraws after the 60% point of the term, there are no unearned funds.* The calculation of the Return of Title IV aid only applies to students who withdraw prior to the 60% point of the term. Withdrawal after this point in time will not result in any adjustments to your financial aid for the semester UNLESS it is later determined that the student stopped attending classes and unofficially withdrew before the 60% point of the term.

CALCULATING UNEARNED FINANCIAL AID

UNEARNED AID is calculated by subtracting the earned percentage from 100%.

CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the earned and unearned aid percentages are determined, the Office of Financial Aid calculates the dollar amount of **TOTAL UNEARNED AID** that must be returned. The **RETURN OF AID AMOUNT** is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

Example

An undergraduate student withdraws in Week 6 of Fall semester.

115 Days in the Fall Semester
Student withdrew on day 40 (attended 40 days of the Semester)
Total of all Title IV Aid Received - \$9,495
 $40 / 115 = 34.7\%$ of semester attended (earned aid)

Unearned Aid Percentage – 65.3%
TOTAL UNEARNED AID - \$6,200

ORDER OF RETURN OF TITLE IV FUNDS

Aid will be returned in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford Loans;
- Subsidized Direct Stafford Loans;
- Federal Perkins Loans;
- Direct PLUS Loans and Direct GRAD PLUS Loans;
- Federal Pell Grants;
- FSEOG;
- TEACH Grants; and
- Iraq and Afghanistan Service Grant

When aid is returned, the student may have a debit or credit balance. Students who owe a debit balance to the College must contact the Business Office or the Student Service Center to make arrangements to pay the balance. If you have a credit balance, a refund check will be generated within 14 days of the credit balance and mailed to your home address.

POST-WITHDRAWAL DISBURSEMENTS

If a student withdraws from a term and receives less federal student aid than the amount earned, then the student is entitled to a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to the date the student became ineligible (date of withdrawal). If the student or parent is eligible for a post-withdrawal from Title IV loans funds, the Office of Financial Aid will notify the student or parent in writing prior to making any post-withdrawal disbursement, whether those loan funds will credit the student's account or be disbursed directly to the student or parent. The written notification must be made within 30 days to confirm in writing that the student or parent wants the post-withdrawal disbursement. If no confirmation is received, the loan will be canceled.

FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Upon withdrawal, you should notify the Office of Financial Aid when you plan to return so we can make necessary adjustments to your financial aid award. Students should also review the **SATISFACTORY ACADEMIC PROGRESS** requirements which can be found on the Financial Aid Forms page within the Cost & Aid section of the Ursuline webpage or within NetPartner.

SPECIAL WITHDRAWS

Cancellation of Registration

If your registration is canceled (*drop all classes*) prior to the beginning of the semester you will not be considered a student for that semester. If this occurs, you are not entitled to receive any form of financial aid during the semester; your aid will be canceled and returned to the appropriate programs.

Retroactive Withdrawal After Completion of a Term

If the VP of Academic Affairs allows you to retroactively withdraw for a term that has been completed and your withdrawal date is past the 60% point of the term, your financial aid status for the affected term will not change. No Return of Federal Title IV Aid calculation will be required since you were enrolled and attended classes for at least 60% of the term. However, you will be subject to the Satisfactory Academic Progress Standards if you retroactively withdraw. If you retroactively withdraw from a term that has been completed but your official withdrawal date is not past the 60% point of the term, the Office of Financial Aid is required to perform a Return of Title IV Aid calculation. Return of Title IV Aid percentages will be based upon the official date of your withdrawal, as determined by the Office of Registrar.

Do Not Leave School Without Officially Withdrawing

If you "walk away" and do not pass any of your classes, you will be considered an unofficial withdrawal and your financial aid will be reduced for the term. Federal regulations require the Office of Financial Aid to recalculate your financial aid eligibility as if you unofficially withdrew at the midpoint of the term. Students who withdraw from the College once classes begin must file a **Course Changes and Withdrawal Form** (Add/Drop Form) with their Academic Advisor or the URSA Office. The form is available in the Student Service Center.