

# RETURN OF TITLE IV FUNDS

Students receiving federal funds to attend college are subject to the federal regulations requiring the student and/or institution to repay any unearned portion of the federal funds awarded, credited or disbursed on behalf of the student if the student completely withdraws, officially or unofficially, from classes prior to completing more than 60 percent of the semester.

The federal funds that are subject to return are the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG) and the Federal Direct Loan/PLUS Loan programs. The order of funds returned by the school is: Direct Loan-Unsub, Direct Loan-Sub, PLUS, Pell, FSEOG, Iraq-Afghanistan Service Grant. The order of funds returned by the student is: Federal Pell Grant, FSEOG, Iraq-Afghanistan Service Grant.

## Return of Federal Financial Aid Funds Calculations

### Withdrawals and Unofficial Withdrawals

The Student Financial Aid Office is required by federal regulations to recalculate federal financial aid eligibility for a Title IV grant or loan recipient who withdraws from or leaves school before completing the payment period or period of enrollment. If a student leaves the college prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds.

The withdrawal date is the date the student began the school's official withdrawal process or officially notified the school of intent to withdraw. "Officially notifies" means the student contacts and notifies the Admissions and Records Office of their intent to withdraw or leave school. Student's official notification can be written or oral. If the student drops out without notifying the school, the student is considered to have unofficially withdrawn and the withdrawal date is the midpoint of the payment period or period of enrollment.

For students awarded a non-passing grade of "F" or "FN" at the end of the semester are considered to have unofficially withdrawn and the midpoint of the semester will be used to calculate the return of funds. Additionally, if a student is reported as "never attended" class, 100% of federal aid that was credited or disbursed to the student will be reversed from student's account and returned to U.S. Department of Education. The reversal may create a balance owed to College of the Mainland.

If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the College. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. If the student or the parent PLUS borrower is eligible for and due a post-withdrawal disbursement, the school must make or offer to make the post-withdrawal disbursement.

### Modules

A class is considered a module if the class does not span the entire length of the payment period (semester).

A student enrolled in a module will be considered withdrawn from the semester unless one of the following criteria is met:

- College of the Mainland obtains written confirmation that the student will attend a later class in the same semester;
- The student completes the requirements for graduation;
- The student completes one or more classes that together comprise at least 49% of the days in the semester or the successful completion of half-time or greater enrollment for the semester.

\*Successful completion means earning a passing grade.