

## **Return of Title IV (R2T4) Policy**

**2023-2024 Academic Year**

### **General Information**

The US Department of Education requires institutions to apply the Return to Title IV Funds policy for students who completely withdraw from a university who receive Title IV financial aid. The Title IV programs include Federal Pell Grants, TEACH Grants, Direct Loans, Direct Parent Plus Loans, Direct Graduate PLUS Loans, IASG.

The requirements for Title IV program funds when you withdraw are separate from the withdraw policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. See Franciscan's Withdraw Policy for Institutional charges information.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money. Again, this is only if the student completely withdraws or stops attending, this does not apply to withdrawing from some of the classes but remaining in others.

### **Official or Unofficial Withdraws**

Students generally officially withdraw from the University either by emailing the Registrar's office or on the PORT. An official withdraw form is used in this case. Students who stop attending class are considered unofficial withdraw and the last date of attendance is used as the withdraw date.

### **Calculating Earned Aid Process**

Students who initiate a complete withdrawal with the University in any form are given a date of withdrawal. This information is passed to Financial Aid and other departments by the Registrar's office. The withdraw date is used to calculate the amount of aid (if any) to the federal programs. In addition to the aid calculation institutional charges are adjusted per the

withdraw policy. When a student receiving Federal Title IV financial aid withdraws from Franciscan University during the enrollment period, the amount of the Title IV funds that the student earned during the enrollment period is calculated as of the student's withdrawal date. Title IV funds are earned at a fixed rate on a per-day basis up to the 60 percent point in the enrollment period. Title IV funds are 100 percent earned if the withdrawal date is after the 60 percent point in that period. If the date a student withdraws is prior to or on the 60% point of the semester, Franciscan University of Steubenville is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period.

The return of Title IV aid is in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Parent PLUS Loans
- Federal Pell Grants
- TEACH Grants

## **Attendance**

To receive federal aid for a class the student must attend the class. Faculty will do attendance the first week of class and report any non-attendance to the Registrar's office and to Financial Aid. If a student is not attending a class at the beginning, we will not count that class as part of enrollment until the student attends, withdraws or is dropped from the class. Example is if you are registered for 12 credits and one 3 credit class you have not yet attended. We will be notified of this and only give you financial aid for 9 credit hours. If you do attend and we are notified you are active in the class, we will then add that class and determine aid to the 12 credit hours.

In addition at the end of the semester the Financial Aid office looks at anyone who receives zero credit for the semester or grades of all F's or W's with F's. The financial aid office students 'out to each faculty to determine the students last day of attendance and uses that date as the withdraw date and then calculates the amount of aid earned. At this point we may have to return a portion or all of your federal aid which may cause a significant amount due to the University.

## **Notification to Student**

Upon completion of R2T4 or All F's the Financial Aid office will send you a letter indicating the results of our calculations and if any aid was returned. We will also include an updated statement if this causes any amount due the University.

- If the results of the calculation cause a credit due to the student, we will refund the money to the student either by direct deposit or a check and all this will be included in the letter.
- If the results of the calculation cause the amount to be returned that exceeds the school's portion, the student must repay some funds.

## **Post-Withdraw Disbursement**

- If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. Permission is required to use the post-withdrawal grant disbursement for all other school charges.
- If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. If accepted the student and/or parent will have at least 14 days to respond to accept or decline the funds.
- If a post-withdrawal disbursement results in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible but not later than 14 days after the calculation of the R2T4. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.