



# LANGSTON UNIVERSITY

## Return of Title IV funds for complete withdrawal

Students receiving federal financial assistance who completely withdraw from all classes or fail to receive a passing grade in all courses during a period of enrollment will be subject to the Return of Title IV Funds refund policy required by federal regulation. This policy applies to students receiving assistance through the Federal Pell Grant, Federal SEOG, Academic Competitiveness Grant, Smart Grant Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan and the Federal Parent loans for Undergraduate Students Program.

This policy assumes students earn their financial aid based on the period of time in which they are enrolled through the semester. When a student officially withdraws the Office of the Registrar will notify the Office of Student Financial Aid and the Office of the Bursar. The withdrawal form gives the Office of Student Financial Aid the official withdrawal dates. The Office of Student Financial Aid determines the institutional charges, aid disbursed and the aid that could have been disbursed. At the end of each semester those students who did not receive a passing grade in any of their courses will be considered an unofficial withdrawal. The return of funds calculation will use the fifty percent point in time for these students unless they prove they attended past that point in the semester.

After determining a students' withdrawal dates, official or unofficial the office of student Financial Services must determine if the amount of aid disbursed to the student is greater than the amount of aid the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount disbursed to students is less than the amount the earned they may be eligible to receive a post – withdrawal disbursement, the student will be notified by mail and will have 14 days to respond and approve or deny the post-withdrawal disbursement.

The Return of Funds Calculation uses the number of days enrolled divided by the number of days in the term to get the percent of aid earned. Students who remain enrolled beyond the 60 percent point of the semester are considered to have earned 100 percent of aid received for the period. Students who are enrolled for less than 60 percent of the semester will be responsible for repaying that aid.

When performing a Return to Title IV calculation all students' institutional charges are included in the calculation. Any refund amount calculated from this formula that the University must return will be returned to the appropriate federal aid programs in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant
5. Academic Competitiveness Grant
6. SMART Grant
7. Federal SEOG

Any unearned aid that students owe the federal aid programs must be returned to the school within 45 days or the student will lose future Title IV eligibility until the overpayment is paid in full. Any loan funds returned as a result of the Return of Title IV Funds process will go into repayment based on the regular repayment terms of their promissory note.

Students must be aware that when the institution is required to return unearned funds due to their withdrawal they may have a balance due to the school. This balance is separate from any overpayment the student must repay due to withdrawal.

The University must complete the Return of Title IV process within 45 days of the date of a students' withdrawal