

Return of Title IV, HEA Policy

St. John's College | Santa Fe, New Mexico

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. St. John's College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially, fail to return from a leave of absence, or dismissed from enrollment** at St. John's College. It is separate and distinct from the St. John's College refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that they will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

“Official” Withdrawal from the School

A student is considered to be “officially” withdrawn on the date the student notifies the Assistant Dean of their intent to withdraw. The date of the termination for Return of Title IV and Refund Policy will be the date the Assistant Dean determines is the official withdrawal date.

Upon receipt of the official withdrawal form completed by the Assistant Dean and the student, the Financial Aid Director at St. John’s College will complete the following:

1. Based on the official date of withdrawal as determined by the Assistant Dean, the student’s last date of attendance will be used to calculate the Return of Title IV Funds
2. Two calculations are performed:
 - a. Return of Title IV, HEA funds are calculated to determine the amount of federal funds the student has earned, if any, and the amount of Title IV funds for which the school is responsible to return to the federal program.
 - b. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, the official withdrawal date and the payment period.
 - c. Calculates the school’s refund requirement (see school refund calculation).
3. The student’s college transcript will be updated by the registrar to reflect his/her final grade.
4. St. John’s College, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The Financial Aid Office will meet with the student and explain the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the semester and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the college. If a student’s scheduled attendance is more than 60% of the payment period, they are considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Title IV, HEA Federal funds.

Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. The Financial Aid Director will supply the student with a copy of the system generated Return of Title IV Funds worksheet and sign off on the Withdrawal form. A copy of the Return of Title IV worksheet will be kept in the student’s Financial Aid file.

7. The student is then directed to the Student Accounts office to discuss St. John's College Refund policy and review any outstanding balance due after Return of Title IV is calculated. They will also advise students of available methods of payment and disbursement.
8. The student accounts office will update and maintain the electronic student account record and all financial transactions.

In the event a student decides to rescind his or her official notification to withdraw, the student must meet with the Assistant Dean to discuss the cancelation of the withdrawal process and their intent to complete the semester. Title IV, HEA assistance will continue as originally planned. However, if it is reported to the Assistant Dean that the student is subsequently failing to attend classes within the payment period, the student's withdrawal date will be the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the Registrar and the Assistant Dean must complete the Withdrawal Form using the reported last date of attendance as the drop date.

Any student that does not meet with the Assistant Dean or provide official notification of his or her intent to withdraw and is absent for more than 5 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance policy will be subject to termination and considered to have unofficially withdrawn, unless the Assistant Dean allows for special consideration.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The Assistant Dean will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance
3. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
4. The Financial Aid Director calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
5. Calculate the school's refund requirement (see school refund calculation);
6. St. John's College will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and maintain record of all transactions on the student's account.
7. If applicable, St. John's College, will provide the student with a refund letter explaining Title IV requirements:

- a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - a. Supply the student with a final student statement showing outstanding balance due to the school and the available methods of payment.
8. A copy of the completed Return of Title IV worksheet will be kept in the student's financial aid file.

Withdrawal before 60%

The institution must perform a Return of Title IV calculation to determine the amount of earned federal aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of federal funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds they were scheduled to receive during the period. The institution must still perform a Return of Title IV calculation to determine the amount of aid that the student has earned.

Withdrawal after 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

Example of Calculation

- Determine the percentage of Title IV, HEA federal aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of **5** days or more *and* days **the student was on an approve LOA**):

$$\frac{18 \text{ (completed days)}}{118 \text{ (total days)}} = 15.3\% \text{ (% of completed calendar days)}$$

- Determine the amount of Title IV, HEA federal aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV aid disbursed **plus** the Title IV aid that could have been disbursed for the payment period:

$$15.3\% \times \$2805.00 = 429.17 \text{ (Amount of aid earned by student)}$$

- If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA federal funds or aid that could have been disbursed.
- If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

- Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned using the following formula:

Aid to be returned

- 100% minus the percent earned multiplied by the amount of aid disbursed toward institutional charges.
- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds.
- All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
- When Title IV, HEA funds are returned, the student may owe a balance to the institution.

Order of Return

St. John's College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the student's specific Institutional Return of Title IV work sheet is available from the Financial Aid office through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA federal financial aid is involved, the calculated amount of the Return of Title IV federal Funds" is allocated in the following order:

- Unsubsidized Federal Direct Stafford loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct Plus received on behalf of the student
- Federal Pell Grants
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

Earned Aid

Title IV, HEA federal aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the semester. Title IV, HEA federal aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time frame for returning an unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities

St. John's College responsibilities in regards to Title IV, HEA federal funds:

- Providing students information with this policy
- Identifying students who are affected by this policy and completing the Return of Title IV, HEA federal funds calculation for those students
- Returning any Title IV, HEA federal funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the Return of Title IV, HEA federal funds calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with St. John's College or Department of Education to return the amount of unearned federal grant funds.

Post Withdrawal Disbursement

The institution must disburse any Title IV, HEA federal grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The institution will offer any post-withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. St. John's College may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with St. John's College). For all other school charges, St. John's College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Student Responsibilities in Regards to Return of Title IV, HEA Federal Funds

- Returning to the Title IV, HEA federal programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV calculation.
- Any notification of withdraw should be in writing and addressed to the Assistant Dean of the College.
- A student may rescind his or her notification of intent to withdraw. The Assistant Dean must be notified of intent to rescind a withdrawal.
- This notification, to either withdraw or rescind to withdraw must be made to the Registrar of St. John's College.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA federal program funds when you withdraw are separate from any refund policy that St. John's College may have to return a credit balance to you. Therefore, you may still owe funds to the school to cover unpaid institutional charges due to the colleges refund policy. St. John's College will charge to your student account any Title IV, HEA federal program funds that they were required to return on your behalf. (Please review Refund Policy)

Return to Title IV, HEA Questions

If you have questions regarding Title IV, HEA federal program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**