



Return of Title IV Funds Policy

Per the Federal Student Aid Handbook, "Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive."

➤ General Information

When a student completely withdraws from all classes, the Financial Aid Office is required to perform a "Return of Title IV" calculation to determine the amount of federal financial aid the student earned, based on their period of attendance for the semester.

Title IV funds for the purpose of this calculation include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), TEACH Grant, Federal Direct Loans (including Parent PLUS Loans), and Federal Perkins Loans.

➤ Documentation of Academic Participation

Per federal regulations, students that receive federal grant aid, such as the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG), must demonstrate academic participation in each class for which they received payment of these funds. When a student withdraws from classes for which they received federal grant aid, the school is required to determine whether or not the student earned the funds paid toward the withdrawn classes. The Financial Aid Office will contact the student's instructors to obtain documentation of academic participation.

If an instructor is unable to document that the student had academic participation, the Financial Aid Office is required to return the appropriate amount of federal grant aid associated with enrollment for that class prior to completing the Return of Title IV calculation.

If the student did not demonstrate academic participation in any classes for the semester, all financial aid will be returned and the student will be billed for all outstanding charges.

The Federal Student Aid Handbook defines academic participation as:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

The following activities are not considered as academic participation:

- Living in institutional housing
- Participating in the school's meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement



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➤ Return of Title IV Calculation

Using the student's withdrawal date and the number of days in the payment period, the Financial Aid Office will calculate the amount of Title IV funds earned by the student.

- 1) The percent of the payment period completed must be calculated. The percent of the payment period completed is determined by dividing the number of days the student attended in the payment period by the total number of days in the payment period.

$$\text{DAYS ATTENDED IN PAYMENT PERIOD} \div \text{TOTAL NUMBER OF DAYS IN PAYMENT PERIOD} = \text{PERCENT OF PAYMENT PERIOD COMPLETED}$$

For example, if a student withdrew after attending 30 days in a 114 day payment period, they have completed 26.3% of the payment period ($30 \div 114 = 26.3\%$).

- 2) The amount of Title IV funds earned is calculated. The amount of Title IV funds earned is determined by multiplying the percent of the payment period completed by the total amount of Title IV funds disbursed (or Title IV funds that could have disbursed).

$$\text{PERCENT OF PAYMENT PERIOD COMPLETED} \times \text{TOTAL AMOUNT OF TITLE IV FUNDS DISBURSED} = \text{AMOUNT OF TITLE IV FUNDS EARNED}$$

If the student received \$1,750 in a Subsidized Stafford Loan and \$2,908 in a Federal Pell Grant, the amount of Title IV funds earned would be \$1,225 ($\$1,750 + \$2,908 = \$4,658 \times 26.3\% = \$1,225$).

The amount of Title IV funds earned is subtracted from the total amount of Title IV funds disbursed to determine the amount of unearned Title IV funds. **Note:** If the student had Title IV funds that could have disbursed, and amount earned is greater than the amount disbursed, the student may be entitled to a post-withdrawal disbursement. If a post-withdrawal disbursement is available, the student will be notified of the necessary procedure within 30 days.

$$\text{TOTAL AMOUNT OF TITLE IV FUNDS DISBURSED} - \text{AMOUNT OF TITLE IV FUNDS EARNED} = \text{AMOUNT OF UNEARNED TITLE IV FUNDS}$$

The student did not earn \$3,433 of the Title IV funds disbursed ($\$4,658 - \$1,225 = \$3,433$).

- 3) Washburn University must return the lesser of:
 - The amount of Title IV funds the student did not earn, or
 - The amount of institutional charges that the student incurred for the payment period multiplied by the percent of funds that was not earned.

$$\text{PAYMENT PERIOD INSTITUTIONAL CHARGES} \times \text{PERCENT OF UNEARNED FUNDS} = \text{WASHBURN UNIVERSITY'S REQUIRED RETURN}$$

Based on the previous calculation, the student did not earn \$3,433 of Title IV funds previously disbursed. If the student's institutional charges for the payment period were \$3,331, Washburn University's required return would be \$2,455. ($\$3,331 \times 73.7\% (100-26.3\%) = \$2,455$). In this example, Washburn University would be required to return \$2,455 of the student's Title IV funds for the payment period.



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- 4) The student is required to return the difference between the total unearned Title IV funds and the amount returned by Washburn University.

**TOTAL UNEARNED TITLE IV FUNDS – AMOUNT RETURNED BY WASHBURN UNIVERSITY =
STUDENT’S REQUIRED RETURN**

The student’s required return in this example would be \$988 (\$3,433 - \$2,455 = \$988).

- 5) Washburn University’s required return will be applied to the applicable Title IV funds in the order listed below.
- Federal Direct Unsubsidized Stafford Loan
 - Federal Direct Subsidized Stafford Loan
 - Federal Perkins Loan
 - Federal Direct Graduate PLUS Loan
 - Federal Direct Parent PLUS Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant (SEOG)
 - TEACH Grant
 - Other Title IV Aid Programs
- 6) Washburn University will notify the student of all required returns within 45 days of the student’s withdrawal date.
- 7) Any charges previously covered by the amount of Washburn University’s required return will be billed to the student.
- 8) If the student has a required return of grant aid (referred to as an overpayment), the amount must be repaid to the school within 30 days. If repayment is not received within 30 days, the overpayment will be turned over to collection with the U.S. Department of Education. When a student’s overpayment is turned over to the U.S. Department of Education, the student becomes ineligible for federal financial aid until satisfactory payment arrangements are made.

If the student has a required return of loan funds, the student will be responsible for paying the amount through the normal repayment process with their loan servicer.

➤ **Modular Withdrawals**

Any class that does not span the full length of the semester is referred to as a “modular” class. Per federal regulations, a student is subject to a Return of Title IV calculation if they cease attendance at any point prior to completing the payment period, unless the school obtains written confirmation of the student’s intention to attend a modular class for which they are enrolled but has not yet begun.

➤ **Unofficial Withdrawals**

If a student does not officially withdraw from classes, but ceases attendance, the student will receive failing grades at the end of the semester. When a student receives failing grades in all classes, they are considered an “unofficial withdrawal” and are subject to a Return of Title IV calculation based on their last date of attendance.



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➤ Official Withdrawal Process

To officially withdraw from classes, students must log into their MyWashburn account and select the Student Academics tab.

- If dropping all classes for the semester, select the link to “Withdraw from All Courses” under Registration and Academic Information.
- If dropping some, but not all, classes for the semester, select the link to “REGISTER FOR COURSES/ADD OR DROP CLASSES”.

If the student has any holds, they may not have access to drop classes online through MyWashburn. If that is the case, the student must visit the Student One Stop in Morgan Hall for assistance. Valid photo ID will be required.

Withdrawal deadlines can be found on MyWashburn by selecting the “Last Day deadline for courses” link under the Student Academics tab.

When officially withdrawing from all classes, the student’s withdrawal date will be the date the student withdrew online, or initiated the withdrawal through the Student One Stop.

The sole responsibility for initiating and completing the withdrawal process rests with the student. If the student does not officially withdraw from classes, but ceases attendance, the student will receive failing grades at the end of the semester. When a student receives failing grades in all classes, they are considered an “unofficial withdrawal”.

Military Withdrawals

Students who are called to active duty and must withdraw from classes as a result, should contact the Student Life Office in 240 Morgan Hall (785) 670-2100.

Medical Withdrawals

If a student is unable to complete their semester due to serious illness or injury, the student may withdraw from classes by the last day to withdraw. Withdrawal DOES NOT change the student’s financial obligation to the University. For withdrawals with a medical basis after the last day to withdraw, students must present an affidavit signed by a licensed health care provider certifying the circumstances. This affidavit, as part of the Medical Withdrawal information packet, is available at the Student One Stop in Morgan Hall. The completed form should be directed to the Office of the Vice President for Academic Affairs (VPAA). If the request relates to a past semester, the VPAA Office must also approve the academic withdrawal. Based on an approved request, the student will be withdrawn from all classes and will receive a “W” on their transcript for those classes. There will be NO REFUND for this procedure.

➤ Refund Policy

When a student withdraws from one or more classes, tuition is refunded based on the date the student withdrew.

More information, as well as the current tuition refund schedule, can be found online at:

<http://www.washburn.edu/current-students/business-office/tuition-refunds.html>

If the student received institutional, federal, or state financial aid, a refund would first be returned to the appropriate financial aid funds received.