



TITLE IV REFUND POLICY

WITHDRAWALS

Official Withdrawals:

Students withdrawing from the University will need to initiate the withdrawal process by retrieving a Petition of Separation Form from the Office of the Registrar and securing all necessary signatures. Once the form is executed, the Registrar Office will process the withdrawal and notify Student Accounts of the withdrawal.

Students also can withdraw by oral notification. They must contact the Registrar Office and communicate directly with a Registrar official. The date of the phone conversation will be documented as the withdrawal date. The Office of the Registrar will send a certified return receipt letter to the student, confirming the withdrawal. The student will be asked to sign and return this letter.

Unofficial Withdrawals:

Unofficial withdrawals are processed as needed by the Office of the Registrar. There will not be a Petition of Separation Form but the Office of the Registrar will submit a listing to Student Accounts to proceed with the refund process.

In accordance with the Return of Title IV Funds regulation at 34 CFR 668.22 and amendments to the treatment of Title IV, HEA program funds the University is required to determine the earned and unearned portion of Title IV aid when a student withdraws, takes a leave of absence or is dismissed prior to completing 60% of the enrollment period.

The determination of earned and unearned aid is calculated by the number of days completed up to the withdrawal date, divided by the number of total days in the enrollment period. If the amount of earned Title IV funds exceeds the amount that has been disbursed, the difference is due the student as a Post-Withdrawal Disbursement. If the student earned less aid than was disbursed the University would be required to return a portion of the disbursement and the student would be required to return a portion of the disbursement. All unearned Title IV funds must be returned to the Title IV programs no later than 45 days after the date of determination that the student withdrew.

Unearned Title IV funds are returned to the Title IV programs in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than Plus loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (Plus) Loans
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other

Note: This refund schedule is subject to change due to federal regulations or changes in the University policy.