



NASFAA

# AUTHORIZED EVENTS

2021-22



## RETURN OF TITLE IV FUNDS

Workbook



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



Excerpted from the NASFAA Self-Study Guide

# 2021-22 Return of Title IV Funds

## Worksheets and Activities Associated with:

Lesson 1: Introduction to Return of Title IV Funds

Lesson 2: Determining the Withdrawal Date

Lesson 3: Return of Title IV Funds Formula

Lesson 4: Post-Withdrawal Disbursements and Timeframes

These training materials are designed for individual use, as well as for in-person instruction during NASFAA Authorized Events, such as workshops and institutes. The effectiveness of the learning experience depends on utilization of the quizzes, learning activities and reflective exercises provided.

This Self-Study Guide does not address U.S. Department of Education guidance related to the COVID-19 pandemic and resulting national emergency.

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November 2021



# Return of Title IV Funds

## Lesson 1



## Quick Quiz

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 10.

1. Define "Title IV recipient."

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2. Which Title IV programs are not subject to the return of Title IV funds requirements?

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3. Define "unearned aid."

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4. When is a student considered to have withdrawn from a credit-hour program?

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5. List when the return of Title IV funds requirements do not apply to a student.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

6. When determining if a student who is enrolled in modules qualifies for an R2T4 exemption, what is the rounding rule used to determine whether a module or combination of modules includes 49 percent or more of the countable days in the payment period or period of enrollment?

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## Reflection Questions

*Take a few moments to reflect on the following questions. There are no right or wrong answers. You can also discuss these questions with a coworker in your office.*

1. What do you think the rationale is for the R2T4 requirements?

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2. What challenges might you have explaining R2T4 requirements to students?

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## Learning Activity: Determining if the Return of Title IV Funds Requirements Apply

Using the information below, determine whether the following students are subject to the R2T4 requirements. Respond to the following scenarios and check your responses using the Answer Key on page 11.

1. Marco is enrolled for four classes at Roman University. All of his classes span the entire payment period. His financial aid for the term consists of a Federal Pell Grant, FSEOG, and a Direct Subsidized Loan. During the third week of the term, he drops all of his classes because he wants to transfer to a school closer to home.

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2. Kyle is enrolled at Acclamatory College in the Wildlife Studies Program. She is registered for four classes for the spring term, one class spanning the entire payment period and one class in each of the three five-week modules. The three modules do not overlap and begin every five weeks throughout the payment period. Her financial aid for the term consists of a Direct Unsubsidized Loan. After she completed the first module with a C, she received an email from the Registrar indicating that she has completed all requirements to graduate. After she met with her advisor, she decided to withdraw from her remaining classes.

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3. Natalie is registered for five classes at Zion State University. All of her classes span the entire payment period. Her financial aid for the term consists of a Direct Subsidized Loan and FWS. She drops her calculus class after the first exam because the class is much harder than she expected.

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4. Lorelei is a full-time student for the winter quarter at Cotton Cove University (CCU). CCU offers courses that span the entire length of the winter quarter and two modules. Module 1 spans the first five weeks and Module 2 spans the last five weeks. Lorelei is registered for one six-credit hour course in Module 1 and one six-credit hour course in Module 2. Her financial aid consists of a Federal Pell Grant and FWS. She completes the course in Module 1 but fails to achieve the course goals and earns an "F" grade. Lorelei starts her Module 2 course but stops attending and receives an unearned "F" grade.

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## Learning Activity: Determining if the Return of Title IV Funds Requirements Apply (continued)

5. Kai is enrolled in a 900-clock hour program at Seaboard College offered in 26 weeks of instruction. Each payment period consists of 450 clock hours and 13 weeks. His financial aid consists of a Federal Pell Grant. He successfully completes the first payment period. During the second payment period, Kai completed all his hours ahead of schedule, graduating after completing a total of 900 clock hours in 23 weeks.

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6. Fina is studying sculpting at the Fine Arts Institute. She is registered for three classes for the fall semester. Her financial aid for the term consists of a state grant and a scholarship from the Sculptors Benevolence Fund. She drops all of her classes the second week because she broke her right arm and won't be able to participate in her classes while her arm is in a cast.

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7. Avery is registered for three three-credit hour classes at Prosperous College. Prosperous College's spring semester consists of three modules. Module A spans the first five weeks of the payment period. Module B spans the second five weeks. Module C spans the last five weeks. Avery is registered for one three-credit hour class in each module and is considered to be enrolled as a three-quarter-time student. Avery's financial aid consists of a Rising Student Scholarship, FWS, and a Direct Unsubsidized Loan. Avery receives a B grade for the classes in Module A and Module B and withdrew from Module C due to personal reasons.

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8. Scout is a full-time student at High Peak University enrolled in five modules during the fall semester. In Modules A and C, ze enrolls in one three-hour class and in Modules B, D, and E, one two-hour class. Each module consists of 20 days, minus scheduled breaks of five or more consecutive days and all days between modules. Ze's financial aid consists of a Direct Loan. The total days Scout is scheduled to complete is 100. After earning an "A" in Module A and a "C" in Module B, Scout withdrew from the fall semester.

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# Return of Title IV Funds

## Lesson 2



## Quick Quiz 1

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on pages 37-38.

- Kate withdrew from the university to participate in a nationwide talent show. Which of the following was her official withdrawal date?
  - Wednesday, when she visited the designated campus office and stated her intent to withdraw, after being counseled about the school's official withdrawal process
  - Later that week on Friday, when she took the first step to begin that withdrawal process
  - The following Monday, when the school received Kate's withdrawal notification letter in the mail
- For R2T4 purposes, check the box under the appropriate category for each of the following activities:

Activity	Academic Engagement?	
	Yes	No
Participating in a student-organized study group		
Submitting an academic assignment		
Logging in to an online class without active participation		
Participating in the institution's meal plan		
Taking an exam or assessment		
Participating in an interactive tutorial, webinar, or computer-assisted instruction		
Participating in a school-assigned study group, online discussion, or group project		
Participating in academic counseling or advisement		
Physically attending a class where there is an opportunity for direct interaction between the instructor and students		
Living in institutional housing		
Interacting with a faculty member regarding the academic subject studied in the course		

## Quick Quiz 1 (continued)

3. What are the three conditions under which a school is considered to be required to take attendance for R2T4 purposes?
- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
4. For an unofficial withdrawal, instead of using the documented last date of academic engagement, a school that is not required to take attendance can use the \_\_\_\_\_ of the payment period or period of enrollment as the withdrawal date.
5. A school that takes attendance only on the census date is not considered to be required to take attendance.
- True
- False
6. A school that is not required to take attendance must determine the student's unofficial withdrawal date within \_\_\_\_\_ days after the end of the earliest of the payment period (in a standard-term program), the payment period or period of enrollment (in a nonterm or nonstandard-term program), the academic year during which he withdrew, or the educational program from which he withdrew.



## Reflection Questions

*Take a few moments to reflect on the following questions. There are no right or wrong answers. You can also discuss these questions with a coworker in your office.*

1. Should all schools be required to take attendance in order to establish a withdrawal date for return of Title IV funds purposes? Why? Why not?  

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2. Which office/individual on your campus would be the most appropriate to return Title IV funds and to perform R2T4 calculations? Why? *(Compare your responses after you have completed your interview questions below.)*  

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3. Should multiple offices be responsible for R2T4-related functions? Which offices would perform which functions and why? *(Compare your responses after you have completed your interview questions below.)*  

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## Learning Activity: Interview

*Interview the staff member in your office or on your campus who is responsible for R2T4 calculations, asking the following questions:*

1. Which campus office and individual is responsible for administering the return of Title IV funds and for performing R2T4 calculations? Why?

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2. What are the challenges encountered by that office/individual when performing tasks related to R2T4? Why?

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3. Would performance of R2T4 calculations be done more appropriately by another campus office/individual? Why? Why not?

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4. What is the process for official withdrawals on your campus? How does a student begin and complete the process? Which office or offices are involved?

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5. For R2T4 purposes, is your institution required to take attendance or not required to take attendance? If so, by whom?

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## Quick Quiz 2

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 39.

1. Harry is enrolled in a standard-term program that offers courses in a modular format, as well as courses that span the entire term. Each one of Harry's courses covers the 18-week trimester. Is his program offered in modules?

Yes, the program is offered in modules

No, the program is not offered in modules

2. What are the six questions a financial aid administrator should ask when determining if a student has withdrawn from a program offered in modules?

1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) \_\_\_\_\_

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5) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Learning Activity: Exercise—Ireda Goodwon

Using the above questions and the Determining Whether a Student Has Withdrawn from a Standard- or Nonstandard-Term Program Offered in Modules decision tree on page 35, work through the following exercise for Ireda. Answer the following questions and check your responses using the Answer Key on pages 40-41.

Ireda is a Title IV recipient who is enrolled at the local college as a full-time student in a program with three 12-week quarters. The college defines full-time as 12 credit hours. Within each quarter, there are four 3-week modules. Each module is 21 days in length and there is a 3-day break between each. Ireda enrolls in one 3-credit course in Module 1, a 4-credit course in Module 2, and one 3-credit course in each of Modules 3 and 4, as illustrated below.

### Quarter 1

<b>Module 1</b> <b>(3 credits)</b> <b>21 days</b>	<b>Module 2</b> <b>(4 credits)</b> <b>21 days</b>	<b>Module 3</b> <b>(3 credits)</b> <b>21 days</b>	<b>Module 4</b> <b>(3 credits)</b> <b>21 days</b>
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**Scenario A:** Ireda successfully completes Module 1 and then ceases attending Module 2 after completing just three days. She does not confirm attendance in a later module, and she does not attend Modules 3 or 4.

- Is Ireda enrolled in a program offered in modules?  Yes  No
- Did she meet the 49 percent exception?  Yes  No
- Did she successfully complete half-time coursework?  Yes  No
- Did she meet the requirements to graduate from her program of study?  Yes  No
- Did she provide written confirmation of attendance in a Title IV-eligible course in a later module that begins no later than 45 calendar days after the end of the module she ceased attending?  Yes  No
- Is she considered a withdrawal in this scenario?  Yes  No
- Is the school required to perform a R2T4 calculation?  Yes  No

**Scenario B:** Ireda successfully completes Module 1 and then ceases attending Module 2 after completing just three days. At that time, she provides written confirmation that she still intends to attend Modules 3 and 4, as originally planned.

- Did Ireda meet the 49 percent exception?  Yes  No
- Did she successfully complete half-time coursework?  Yes  No
- Did she meet the requirements to graduate from her program of study?  Yes  No
- Did she provide written confirmation of attendance in a Title IV-eligible course in a later module that begins no later than 45 calendar days after the end of the module she ceased attending?  Yes  No

## Learning Activity: Exercise—I neda Goodwon (continued)

### Scenario B (continued)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 5. Is she considered a withdrawal in this scenario?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Is the school required to perform a R2T4 calculation?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Is the school required to perform a R2T4 calculation if Ineda provides confirmation, but does not begin attendance in the third and fourth modules? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Scenario C:** *Ineda successfully completes Module 1 and Module 2, then ceases attending Module 3 after completing just three days. She does not confirm attendance in a later module, and she does not attend Module 4.*

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Did Ineda meet the 49 percent exception?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did she successfully complete half-time coursework?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Did she meet the requirements to graduate from her program of study?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Did she provide written confirmation of attendance in a Title IV-eligible course in a later module that begins no later than 45 calendar days after the end of the module she ceased attending? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Is she considered a withdrawal in this scenario?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Is the school required to perform a R2T4 calculation?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Is the school required to perform a R2T4 calculation if Ineda provides confirmation, but does not eventually begin attendance in the fourth module?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



## Learning Activity: Interview

*Interview the appropriate staff member in your office or on your campus, asking the following questions:*

1. Does your institution have programs offered in modules? Which ones?

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2. If your institution has modular programs, what challenges have been encountered in relation to return of Title IV funds processing and calculations?

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3. If your institution has modular programs, what is the student's process for confirming attendance in a future module upon deciding to withdraw from a current module?

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### Quick Quiz 3

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on pages 42-43.

1. A school is not required to have a leave of absence (LOA) policy.  
 True  
 False
2. If a school is not required to take attendance, it must still have a procedure in place for determining whether a student who began attendance in the payment period or period of enrollment:  
 Earned a passing grade in every class.  
 Completed the period.  
 Did not skip any classes.  
 Participated in school-assigned study groups.
3. Pippa is attending Glacier Peak College, which is not required to take attendance. She is unable to begin the withdrawal process after a skiing accident lands her in the hospital. Glacier Peak College may use the date of her accident as her withdrawal date.  
 True  
 False
4. What is a leave of absence?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If a student takes an unapproved LOA or fails to return from an approved LOA, the student is considered to have withdrawn and the withdrawal date is the \_\_\_\_\_ if the school is not required to take attendance, or the \_\_\_\_\_ if the school is required to take attendance.

Quick Quiz 3 (continued)

6. Check the box under the appropriate category for each of the following LOA conditions:

Leave-of-Absence Condition	Approved LOA	
	Title IV	Non-Title IV
School has a formal LOA policy (written, publicized, and requires student to submit, in advance, a written, signed, and dated request including the reason for the LOA)		
School determines there is a reasonable expectation the student will return to school at the end of the LOA		
The number of days in the approved LOA, when added to number of days in all other approved LOAs, does not exceed 180 days in any 12-month period, beginning on the first day of the student's initial LOA		
The number of days in the approved LOA, when added to number of days in all other approved LOAs, does not exceed 120 days in any 12-month period, beginning on the first day of the student's initial LOA		
For a clock-hour or nonterm credit-hour program, the student is permitted to complete coursework begun prior to the LOA upon the student's return from the LOA		
Except for a clock-hour, nonterm credit-hour, or subscription-based program, the student is permitted to complete coursework begun prior to the LOA upon the student's return from the LOA		
School is allowed to charge no more than \$25 de minimis amount due to the LOA		
LOA does not involve additional charges to the student		
For a Title IV loan recipient, the school informs the student, before granting the LOA, of the effect failure to return from the LOA may have on loan repayment terms, including exhaustion of some or all of the grace period		
School approves the student's request in accordance with its policy		
Student follows the school's LOA policy		



## Learning Activity: Interview

*Interview colleagues in your office to answer the following questions:*

1. Does your school have a formal, written LOA policy? If so, how does it compare to the requirements of a Title IV approved LOA?

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2. If a student notifies the school that she is withdrawing or begins the school's official withdrawal process, but later decides not to withdraw, the student may rescind the withdrawal. How is this accomplished by a student at your school?

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3. How does your school determine that a student, who receives a failing grade in all of his courses for an enrollment period, actually completed that period? Describe the process.

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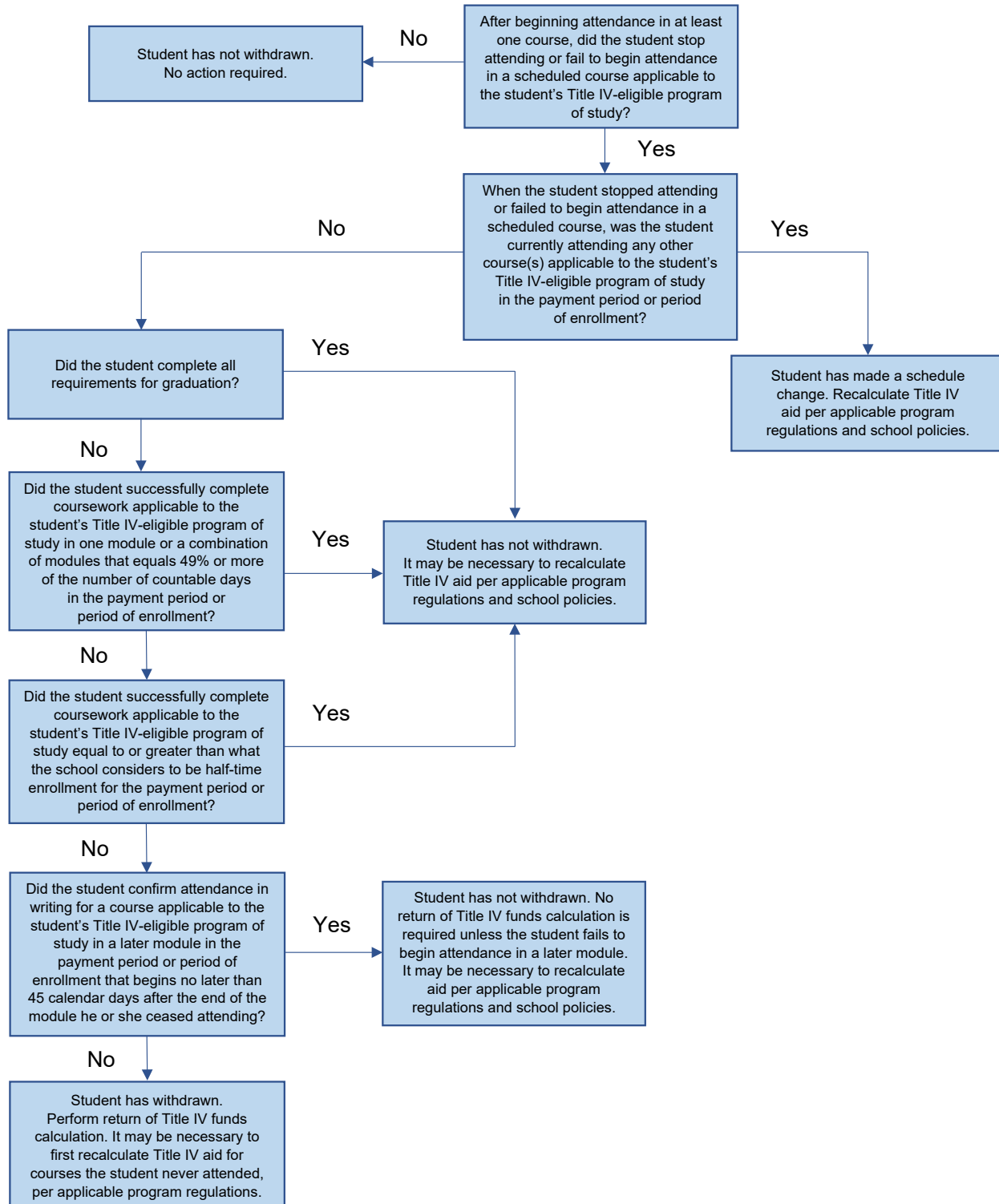
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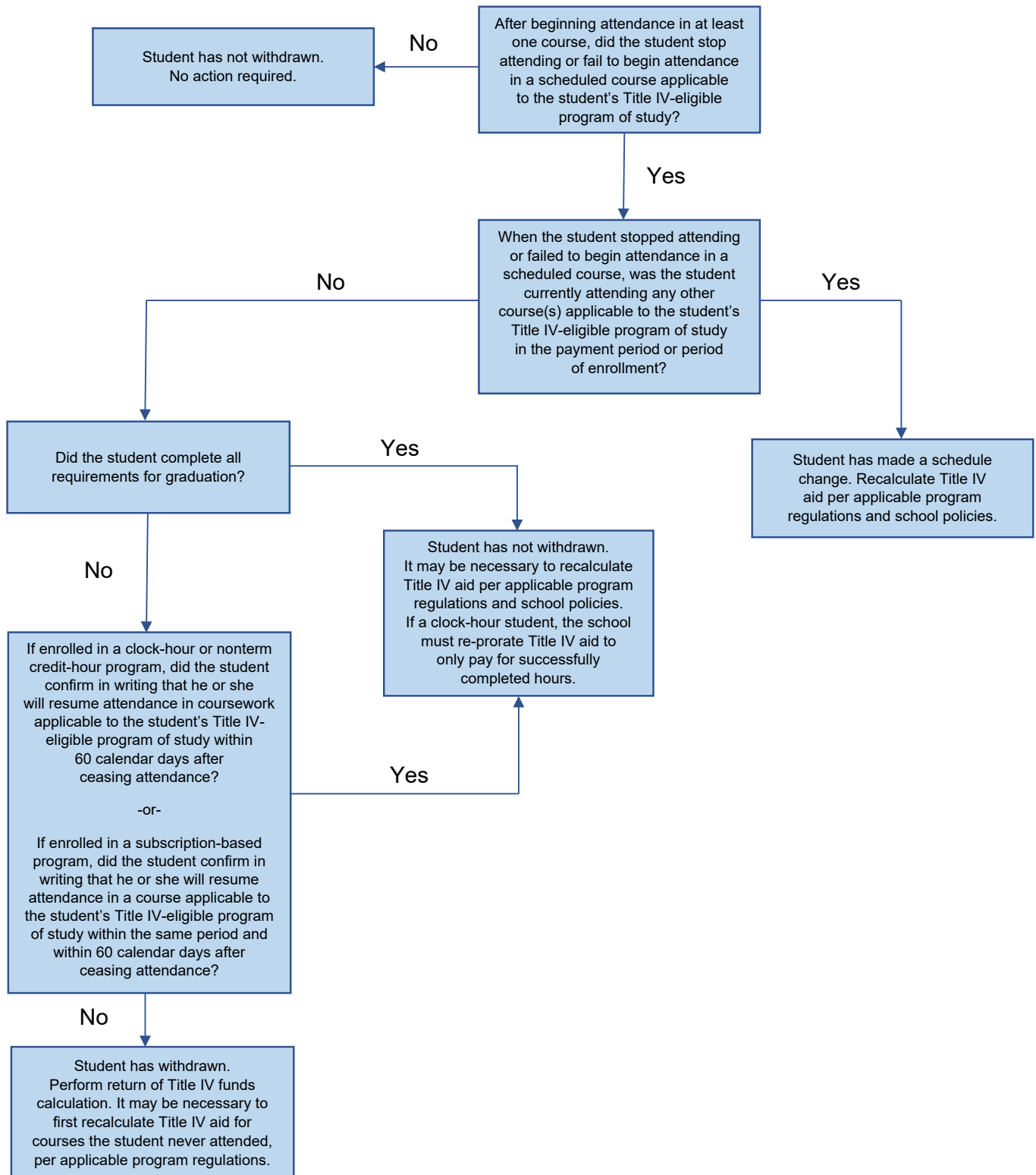
# Determining Whether a Student Has Withdrawn from a Standard- or Nonstandard-Term Program Offered in Modules

Effective July 1, 2021 with Possible Early Implementation



# Determining Whether a Student Has Withdrawn from a Nonterm or Subscription-Based Program

Effective July 1, 2021 with Possible Early Implementation





# Return of Title IV Funds

## Lesson 3



## Learning Activity: Determine the Percentage Earned

*Determine the percentage of period completed for Chrystal, Emery, Logan, Magdalene, Anthony, and Parker. You will need the calendars for 2021 and 2022 on pages 54 and 55 for this exercise. Check your responses using the Answer Key on pages 75 to 77.*

1. Chrystal, a Title IV aid recipient, enrolls for 15 credit hours spring semester. The dates of the spring semester are January 5, 2022 through May 4, 2022. The semester includes a spring break that begins March 5 and ends March 13; classes resume March 14. In January, Chrystal missed two weeks of classes due to illness. Feeling overwhelmed by all the coursework she must make up; she officially withdraws on January 28. What percentage of Chrystal's Title IV aid for the semester did she earn?  

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2. Emery enrolls in 9 credit hours for the summer semester. Full-time enrollment is defined as 12 credit hours. The summer semester contains two modules that are five weeks each. It does not include any scheduled breaks of five days or longer. The dates of the summer semester are May 31, 2022 through August 5, 2022. The dates of the first module are May 31 through July 1. The dates of the second module are July 5 through August 5. The school's R2T4 Freeze Date (RFD) is July 6. At the start of the semester, Emery is enrolled in 3 credit hours in the first module and 6 credit hours in the second module. Her Title IV aid consists of a Direct Loan. Emery started a full-time job on June 1 and had trouble juggling work and her studies. She withdrew from all classes on June 20 and did not provide written confirmation of attendance in the second module. What percentage of Emery's Title IV aid for the payment period did she earn?  

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3. Logan, a Title IV aid recipient, enrolls full time for 12 credit hours fall semester. The dates of the fall semester are August 23, 2021 through December 17, 2021. Thanksgiving break begins November 24 and ends November 28; classes resume November 29. On September 17, Logan decided he could not handle both his job and school, and so he stopped going to class. He did not tell the school that he withdrew or moved out of the dorm. The school is not required to take attendance. On January 4, 2022, the school determined Logan had ceased attending sometime during the fall semester, after having attended some classes in each of his courses. The school sets his withdrawal date at the midpoint of the semester, October 17. What percentage of Logan's Title IV aid for the semester did he earn?  

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## Learning Activity: Determine the Percentage Earned (continued)

4. Magdalene, a Title IV aid recipient, began a 900 clock-hour program on January 3, 2022. On February 17 (her last day of attendance), Magdalene withdrew to take a job in another state. She completed 150 clock hours. She was scheduled to complete 200 clock hours by that point in her first payment period, which consisted of 450 clock hours. What percentage of Magdalene's Title IV aid for the payment period did she earn?

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5. Anthony, a Direct Loan recipient, enrolls for six credit hours during the 8-week summer term. Full-time enrollment is defined as 12 credits. The summer term contains two modules that are four weeks each and does not include any scheduled breaks of five days or longer. The dates of the summer term are May 31, 2022 through July 22, 2022. The dates of the first module are May 31 through June 24. The dates of the second module are June 27 through July 22. The school's R2T4 Freeze Date (RFD) is June 8. Anthony is enrolled in 3 credits in the first module and 3 credit hours in the second module when the summer term began. Anthony decided after beginning classes in the first module to work full time to earn money for his fall enrollment. He withdrew from all classes on June 17. He did not provide written confirmation of attendance in the second module. What percentage of Anthony's Title IV aid for the payment period did he earn?

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6. Parker, a Title IV aid recipient, enrolls for 12 credit hours during the spring semester. The spring semester contains two 8-week modules. The dates of the spring semester are January 10, 2022 through May 13, 2022. Spring break starts March 5 and ends on March 13. The dates of Module A are January 10 through March 4. The dates of Module B are March 14 through May 13. The Pell recalculation date (PRD) is January 20, and the RFD is March 17. At the PRD, Parker is considered to be a full-time student because she is enrolled in six credit hours in Module A and six credit hours in Module B. Her Title IV aid consists of a full-time Federal Pell Grant. Parker withdrew on February 1 from Module A and never attends Module B. What percentage of Parker's Title IV aid for the payment period did she earn?

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# 2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Holidays and Observances:		
Jan 1 New Year's Day	May 31 Memorial Day	Nov 11 Veterans Day
Jan 18 Martin Luther King Jr. Day	Jun 20 Father's Day	Nov 25 Thanksgiving Day
Feb 14 Valentine's Day	Jul 4 Independence Day	Dec 24 'Christmas Day' observed
Feb 15 Presidents' Day	Jul 5 'Independence Day' observed	Dec 24 Christmas Eve
Apr 4 Easter Sunday	Sep 6 Labor Day	Dec 25 Christmas Day
Apr 13 Thomas Jefferson's Birthday	Oct 11 Columbus Day (Most regions)	Dec 31 'New Year's Day' observed
May 9 Mother's Day	Oct 31 Halloween	Dec 31 New Year's Eve

# 2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays and Observances:		
Jan 1 New Year's Day	May 30 Memorial Day	Nov 24 Thanksgiving Day
Jan 17 Martin Luther King Jr. Day	Jun 19 Father's Day	Dec 24 Christmas Eve
Feb 14 Valentine's Day	Jul 4 Independence Day	Dec 25 Christmas Day
Feb 21 Presidents' Day	Sep 5 Labor Day	Dec 26 'Christmas Day' observed
Apr 13 Thomas Jefferson's Birthday	Oct 10 Columbus Day (Most regions)	Dec 31 New Year's Eve
Apr 17 Easter Sunday	Oct 31 Halloween	
May 8 Mother's Day	Nov 11 Veterans Day	



## Learning Activity: Calculating Earned Aid

Calculate the earned aid for Ahmed. Check your responses using the Answer Key on page 78.

Ahmed enrolls as a first-year, first-time undergraduate for the 2021 fall semester, which begins on August 25, 2021. On September 15, Ahmed begins the school's official withdrawal process. The school determines Ahmed completed 20 percent of the payment period and has, therefore, earned 20 percent of his Title IV aid.

Ahmed withdrew before completing the first 30 days of his program of study, and the first disbursement of his loan was scheduled for September 23. Because the school is not exempt from the delayed delivery/disbursement requirements, the loan is considered aid that could have been disbursed even though the school may not include any of the loan proceeds in a post-withdrawal disbursement if Ahmed were to qualify for a post-withdrawal disbursement of earned aid.

### Aid Offered for Period:

- \$3,225.50 Federal Pell Grant\*
- \$1,000.00 FSEOG
- \$1,732.00 Direct Subsidized Loan (net proceeds)

### Disbursed Aid (August 25, 2021):

\$3,225.50 Federal Pell Grant	
+ \$1,000.00 FSEOG	
<hr/>	
\$4,225.50	

### Undisbursed Aid:

\$1,732.00 Direct Subsidized Loan subject to 30-day delayed disbursement

### Earned Aid:

\$ _____	+	\$ _____	x	_____ %	=	\$ _____
Disbursed aid		Aid that could have been disbursed		Percentage completed		Earned aid

\*Amount listed is for training purposes and may not correspond to the actual amount the student is eligible for according to the most recent *Pell Grant Payment and Disbursement Schedules*.



## Quick Quiz 1

*Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 79.*

1. Why is including aid that could have been disbursed a benefit to the student when doing a return of Title IV funds calculation?

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2. What is the institution's responsibility once it has determined a student has withdrawn?

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3. What is the rounding rule when calculating earned aid?

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## Learning Activity: Allocating Unearned Aid

Allocate unearned aid for Sophia given the information below. Remember, the student's share is the difference between the total unearned aid and the school's share. Check your responses using the Answer Key on page 80.

Sophia withdrew from Albrighte Institute and the school calculated \$4,901.70 of the \$5,363.50 in Title IV aid she received for the term must be returned to the Title IV programs. The school's and the student's share are \$4,011 and \$891.70, respectively.

Title IV aid disbursed to Sophia for the term consisted of a \$1,095 Direct Unsubsidized Loan, \$2,721 Direct Subsidized Loan, \$547.50 Federal Pell Grant\*, and \$1,000 FSEOG. The loan amounts are net of loan fees.

### Distribution of Unearned Aid

- Allocate institution's share in full as follows:
  - \$1,095 to Direct Unsubsidized Loan Program
  - \$2,721 to Direct Subsidized Loan Program
  - \$195 to Federal Pell Grant Program

Total amount allocated = \$1,095 + \$2,721 + \$195 = \$4,011

- Calculate Sophia's grant protection allowance:  
 $\$ \underline{\hspace{2cm}} \text{ Federal Pell Grant} + \$ \underline{\hspace{2cm}} \text{ FSEOG} = \$ \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \% = \$ \underline{\hspace{2cm}}$
- Subtract grant protection allowance from the student's share of unearned aid to be returned:  
 $\$ \underline{\hspace{2cm}} - \$ \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$
- The maximum grant amount Sophia is responsible for returning is:  
 $\$ \underline{\hspace{2cm}}$  to  $\underline{\hspace{2cm}}$  Program(s)

\*Amount listed is for training purposes and may not correspond to the actual amount the student is eligible for according to the most recent *Pell Grant Payment and Disbursement Schedules*.



## Quick Quiz 2

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 81.

1. What is the equation to determine how much of a student's aid is unearned?

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2. What is the order (of programs) to which aid is returned?

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3. What is the de minimis Title IV grant amount for a student?

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## Reflection Questions

*Take a few moments to reflect on the following questions. There are no right or wrong answers. You can also discuss these questions with a coworker in your office.*

1. Why do you think return of Title IV funds calculations are necessary?

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2. Is your institution one that requires attendance be taken? What do you think the benefits may be to students if a school takes attendance?

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3. Why do you think the R2T4 rules treat programs offered in modules differently from programs not offered in modules? Do you believe students are treated equitably?

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# Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 80%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 80%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	A. <input style="width: 100%;" type="text"/>
2. FSEOG			+ B. <input style="width: 100%;" type="text"/>
3. TEACH Grant			E. \$ <input style="width: 100%;" type="text"/>
4. Iraq and Afghanistan Service Grant			
<b>A.</b> <input style="width: 100%;" type="text"/>		<b>C.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
+ = <b>F.</b> \$ <input style="width: 100%;" type="text"/>			
<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b>			
<b>B.</b> <input style="width: 100%;" type="text"/>		<b>D.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
+ = <b>G.</b> \$ <input style="width: 100%;" type="text"/>			
<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>			

## STEP 2: Percentage of Title IV Aid Earned

<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Start date	Scheduled end date	Date of withdrawal

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

**H. Percentage of payment period or period of enrollment completed**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

<input style="width: 90%;" type="text"/>	÷	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	%
Completed days		Total days			

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.**

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 90%;" type="text"/>	%	X	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	%
Box H			Box G			

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

<input style="width: 90%;" type="text"/>	-	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/>	%
Box I		Box E			

**STOP here**, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

Step 4 continued ▶

**Student's Name**

**Social Security Number**

**STEP 4: Aid to be Disbursed or Returned CONTINUED**

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K. \$** .

Box E                      Box I

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

**Total Institutional Charges** = **L. \$**

*(Add all the charges together)*

**M. Percentage of unearned Title IV aid**

100% -  % = **M.** . %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

X  % = **N. \$** .

Box L                      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O. \$** .

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Staff Loan	<input type="text"/>
3. Direct Grad PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>

**Total loans the school must return** = **P. \$** .

5 Pell Grant	<input type="text"/>
6 FSEOG	<input type="text"/>
7 TEACH Grant	<input type="text"/>
8 Iraq and Afghanistan Service Grant	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

-  = **Q. \$** .

Box K                      Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's Loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R. \$** .

Box B                      Box P

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S. \$** .

Box Q                      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box S) by 50%.

X **50%** = **T. \$** .

Box S

**U. Title IV grant funds for student to return**

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-  = **U. \$** .

Box S                      Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>

**POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET**

Student's Name

Social Security Number

Date of school's determination that student withdrew

 /  / **I. Amount of Post-withdrawal Disbursement (PWD)**

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet

Box 1

\$  . **II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**

Total Outstanding Charges Scheduled to be Paid from PWD

*(Note: Prior-year charges cannot exceed \$200.)*

Box 2

\$  . **III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

\$ <input style="width: 100%;" type="text"/> . <input style="width: 100%;" type="text"/>	-	\$ <input style="width: 100%;" type="text"/> . <input style="width: 100%;" type="text"/>	=	Box 3	\$ <input style="width: 100%;" type="text"/> . <input style="width: 100%;" type="text"/>
Box 1		Box 2			

**IV. Allocation of Post-withdrawal Disbursement**

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
<b>Totals</b>						

**V. Authorizations and Notifications**

Post-withdrawal disbursement loan notification sent to student and/or parent on

 /  / 

Deadline for student and/or parent to respond

 /  /  Response received from student and/or parent on /  /  Response not received School does not accept late response**VI. Date Funds Sent**

Date direct disbursement mailed or transferred

Grant

 /  / 

Loan

 /  / **You should use this format when the withdrawal date is on or after 7/1/2018****p. 3 of 3**

# Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

<b>Student's Name</b> <input style="width: 90%;" type="text"/>	<b>Social Security Number</b> <input style="width: 90%;" type="text"/>
<b>Date form completed</b> <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>	<b>Date of school's determination that student withdrew</b> <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>
<b>Period used for calculation (check one)</b> <input type="checkbox"/> <b>Payment period</b>	<input type="checkbox"/> <b>Period of enrollment</b>

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>E. Total Title IV aid disbursed for the period.</b> <input style="width: 100%;" type="text"/> <b>A.</b> + <input style="width: 100%;" type="text"/> <b>B.</b> = <input style="width: 100%;" type="text"/> <b>E. \$</b> .
2. FSEOG			
3. TEACH Grant			
4. Iraq and Afghanistan Service Grant			
<b>A.</b> <input style="width: 100%;" type="text"/> Subtotal		<b>C.</b> <input style="width: 100%;" type="text"/> Subtotal	
+ <input style="width: 100%;" type="text"/> <b>F. \$</b> .			
<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b>			
+ <input style="width: 100%;" type="text"/> <b>G.</b>			
<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>			
= <input style="width: 100%;" type="text"/> <b>G. \$</b> .			
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
5. Unsubsidized Direct Loan	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>A.</b> <input style="width: 100%;" type="text"/> <b>B.</b> <input style="width: 100%;" type="text"/> <b>C.</b> <input style="width: 100%;" type="text"/> + <input style="width: 100%;" type="text"/> <b>D.</b> = <input style="width: 100%;" type="text"/> <b>G. \$</b> .
6. Subsidized Direct Loan			
7. Direct Grad PLUS Loan			
8. Direct Parent PLUS Loan			
<b>B.</b> <input style="width: 100%;" type="text"/> Subtotal		<b>D.</b> <input style="width: 100%;" type="text"/> Subtotal	

## STEP 2: Percentage of Title IV Aid Earned

**Withdrawal date**  /  /

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

÷  =  .  %

Hours scheduled to complete      Total hours in period

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.      **H.**  .  %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the total Title IV aid disbursed and that could have been disbursed for the period (Box G).

% x  =  **I. \$** .

Box H      Box G

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**  
From the amount of Title IV aid earned by the student (Box I) subtract the total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

-  =  **J. \$** .

Box I      Box E

If there's an entry for "J," **STOP here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

**K. Title IV aid to be returned**  
From the total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  =  **K. \$** .

Box E      Box I

You should use this format when the withdrawal date is on or after 7/1/2018.

**Student's Name**

**Social Security Number**

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Total Institutional Charges (Add all the charges together) = **L.\$**

**M. Percentage of unearned Title IV aid**

100% -  % = **M.**  . %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

**x**  % = **N.\$**  .

Box L      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O.\$**  .

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Loan	<input type="text"/>
3. Direct Graduate PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>
<b>Total loans the school must return = P.\$</b> <input type="text"/>	
5. Pell Grant	<input type="text"/>
6. FSEOG	<input type="text"/>
7. TEACH Grant	<input type="text"/>
8. Iraq and Afghanistan Service Grant	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

-  = **Q.\$**  .

Box K      Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's Loans**

From the Net loans disbursed to the student (Box B) subtract the total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.\$**  .

Box B      Box P

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.**  .

Box Q      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

**x** **50%** = **T.**  .

Box F

**U. Title IV grant funds for student to return**

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-  = **U.**  .

Box S      Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>

**POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET**

Student's Name		Social Security Number	
Date of school's determination that student withdrew	/ /		

**I. Amount of Post-withdrawal Disbursement (PWD)**

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$ .

**II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**

Total Outstanding Charges Scheduled to be Paid from PWD **Box 2** \$ .  
(Note: Prior-year charges cannot exceed \$200.)

**III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

\$ .	-	\$ .	=	<b>Box 3</b>	\$ .
<b>Box 1</b>		<b>Box 2</b>			

**IV. Allocation of Post-withdrawal Disbursement**

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
<b>Totals</b>						

**V. Authorizations and Notifications**

Post-withdrawal disbursement loan notification sent to student and/or parent on / /

Deadline for student and/or parent to respond / /

Response received from student and/or parent on / /

Response not received

School does not accept late response

**VI. Date Funds Sent**

Date Direct Disbursement mailed or transferred Grant / / Loan / /

**You should use this format when the withdrawal date is on or after 7/1/2018**

**p. 3 of 3**



# Return of Title IV Funds

## Lesson 4



## Quick Quiz 1

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 107.

1. As a benefit to the student, what is also considered along with disbursed aid when calculating earned aid?
  - Post-withdrawal disbursements
  - Aid that could have been disbursed
  - Aid that the school can never disburse

2. For clock-hour programs, only \_\_\_\_\_ hours are used in the calculation.

3. When must a Direct Loan be excluded from a post-withdrawal disbursement?

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4. What is the institution's responsibility in regard to post-withdrawal disbursements?

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## Learning Activity: Post-Withdrawal Disbursement Notifications

Review the post-withdrawal disbursement notification. Does it have all of the required elements? Check your responses using the Answer Key on page 108.

January 14, 2022

**MARVIN TAYLOR  
1212 CASTLE LANE  
APT 123  
ANYTOWN, ME 01234**

Dear MARVIN,

Our records indicate you recently withdrew from the Fall 2021 term. Federal regulations require our office to recalculate your eligibility for financial aid based on your withdrawal. Based on this calculation, we have determined you are eligible to receive \$546.50. We cannot disburse these funds unless you confirm you want to borrow the money. To confirm you would like to receive this disbursement, please contact the Office of Financial Aid via email at [finaid@institution.edu](mailto:finaid@institution.edu) or by calling 322-012-3456. To receive these funds, you must respond.

If you accept this disbursement, you will be obligated to repay the funds under the terms specified in the promissory note. You should never borrow more money than you need; you also have the option to decline the funds or borrow less than the amount listed above. If you would like to receive only part of the disbursement, please send an email to the address given in the above paragraph stating the amount you would like to borrow.

If you confirm that you would like to receive the loan funds, we will disburse them by crediting your student account. If you would prefer to have the funds given to you directly instead of having them credited to your student account, please contact the Office of Financial Aid as indicated above to discuss your request. In order to disburse the funds directly to you, we must agree with your request.

If you do not confirm that you would like to receive the loan funds indicated soon, the office will not honor your request. Please give this matter your prompt attention and contact us if you have any questions.

Sincerely,

Office of Financial Aid

1. Is there anything missing from the post-withdrawal disbursement notification?

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## Reflection Questions

*Take a few moments to reflect on the following questions. There are no right or wrong answers. You can also discuss these questions with a coworker in your office.*

1. Why do you think the regulations give schools the flexibility to allow students to have the post-withdrawal disbursement after the original deadline set by the school? Do you agree or disagree with the regulations?

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2. How are post-withdrawal disbursement notices forwarded to the student and/or the parent borrower? Is it done via postal mail, email, or by some other means? Why does your institution use this method and in what ways is it effective? Are there ways that your school may tweak its notification process?

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## Quick Quiz 2

Now it's time to check what you have learned so far. Answer the following questions and check your responses using the Answer Key on page 109.

1. The mix of \_\_\_\_\_ and \_\_\_\_\_ aid cannot be altered after a student has withdrawn.
2. What charges can be covered by a post-withdrawal disbursement of grant funds without student approval? (*check all that apply*)
  - Current award year charges for tuition
  - Current award year charges for fees
  - Prior year charges \$200 or less for tuition, fees, room, or board
3. A notification offering a post-withdrawal disbursement should include \_\_\_\_\_ that the borrower wants the Title IV funds.
4. How long does a student have to pay a Title IV grant overpayment following the date the school is required to notify the student of the overpayment?
  - 45 days
  - 30 days
  - 180 days
  - 240 days



## Learning Activity: R2T4 Calculation – Credit-Hour Program

Review the case study described below. Use the blank Worksheet on the following pages to perform the R2T4 calculation. Check your answers using the Answer Key on page 110.

When Shane completed his second year at the local university, it seemed like he was right on track with his educational goals. As a result, he decided to enroll in three courses: one three-hour course that meets the entire summer session and a three-hour course in both Module 1 and Module 2. The summer session is treated as a header to the 2021-22 award year and does not include any scheduled breaks of five days or longer.

<b>2021 Summer Session</b>	Summer 1 (5/10/21 – 7/30/21) Enrollment: 3 credit hours		
	Module 1 (5/10/21 – 6/4/21) Enrollment: 3 credit hours	Module 2 (6/7/21 – 7/2/21) Enrollment: 3 credit hours	Module 3 (7/5/21 – 7/30/21) Enrollment: none

He successfully completes the first module, earning a B. After beginning the second module, he decides he needs a break from school and the additional hours wouldn't help him graduate any earlier, so he will work additional hours instead. He officially withdraws from all classes on June 15, 2021, without meeting any of the conditions for an R2T4 exception. The school determined that he withdrew the same day.

Shane's cost of attendance for the payment period:

Item	Amount	Institutional Charge
Tuition and fees	\$3,400.00	Yes
Room	\$1,900.00	No
Board	\$1,600.00	No
Transportation	\$800.00	No
Books and supplies	\$700.00	No
Personal expenses	\$1,000.00	No
Average loan fees	\$60.00	No

Shane's financial aid information for the payment period is as follows:

Program	Aid Amount	Net Disbursed Amount	Disbursement Date
Federal Pell Grant*	\$2,457.00	\$2,457.00	5/10/21
FSEOG	\$300.00	\$300.00	5/10/21
Direct Subsidized Loan	\$2,750.00	\$2,721.00	5/10/21
Direct Unsubsidized Loan	\$1,000.00	\$990.00	5/10/21
Private Loan	\$1,600.00	\$1,550.00	5/10/21

\*Amount listed is for training purposes and may not correspond to the actual amount the student is eligible for according to the most recent *Pell Grant Payment and Disbursement Schedules*.

# Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	A. <input style="width: 100%; height: 20px;" type="text"/>
2. FSEOG			+ B. <input style="width: 100%; height: 20px;" type="text"/>
3. TEACH Grant			E. \$ <input style="width: 100%; height: 20px;" type="text"/>
4. Iraq and Afghanistan Service Grant			
<b>A.</b> <input style="width: 100%; height: 20px;" type="text"/>		<b>C.</b> <input style="width: 100%; height: 20px;" type="text"/>	
Subtotal		Subtotal	
<hr/>			
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	F. Total Title IV grant aid disbursed and that could have been disbursed for the period.
5. Unsubsidized Direct Loan	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	A. <input style="width: 100%; height: 20px;" type="text"/>
6. Subsidized Direct Loan			+ C. <input style="width: 100%; height: 20px;" type="text"/>
7. Direct Grad PLUS Loan			= F. \$ <input style="width: 100%; height: 20px;" type="text"/>
8. Direct Parent PLUS Loan			
<b>B.</b> <input style="width: 100%; height: 20px;" type="text"/>		<b>D.</b> <input style="width: 100%; height: 20px;" type="text"/>	
Subtotal		Subtotal	
<hr/>			
			G. Total Title IV aid disbursed and that could have been disbursed for the period.
			A. <input style="width: 100%; height: 20px;" type="text"/>
			+ B. <input style="width: 100%; height: 20px;" type="text"/>
			+ C. <input style="width: 100%; height: 20px;" type="text"/>
			+ D. <input style="width: 100%; height: 20px;" type="text"/>
			= G. \$ <input style="width: 100%; height: 20px;" type="text"/>

## STEP 2: Percentage of Title IV Aid Earned

<input style="width: 80%;" type="text"/> / /	<input style="width: 80%;" type="text"/> / /	<input style="width: 80%;" type="text"/> / /
Start date	Scheduled end date	Date of withdrawal

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

**H. Percentage of payment period or period of enrollment completed**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

<input style="width: 90%;" type="text"/>	÷	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/> . %
Completed days		Total days		

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.**  . %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 80%;" type="text"/> %	X	<input style="width: 80%;" type="text"/>	=	<input style="width: 80%;" type="text"/> I. \$ <input style="width: 20%;" type="text"/>
Box H		Box G		

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

<input style="width: 80%;" type="text"/>	-	<input style="width: 80%;" type="text"/>	=	<input style="width: 80%;" type="text"/> J. \$ <input style="width: 20%;" type="text"/>
Box I		Box E		

**STOP here**, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

Step 4 continued ▶

You should use this format when the withdrawal date is on or after 7/1/2018.

**Student's Name**

**Social Security Number**

**STEP 4: Aid to be Disbursed or Returned CONTINUED**

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K. \$**

Box E                      Box I

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

-  = **Q. \$**

Box K                      Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

**Total Institutional Charges** = **L. \$**

*(Add all the charges together)*

**M. Percentage of unearned Title IV aid**

100% -  % = **M.**  %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

X  % = **N. \$**

Box L                      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O. \$**

**STEP 8: Repayment of the Student's Loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R. \$**

Box B                      Box P

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S. \$**

Box Q                      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X **50%** = **T. \$**

Box F

**U. Title IV grant funds for student to return**

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-  = **U. \$**

Box S                      Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Staff Loan	<input type="text"/>
3. Direct Grad PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>

**Total loans the school must return** = **P. \$**

5 Pell Grant	<input type="text"/>
6 FSEOG	<input type="text"/>
7 TEACH Grant	<input type="text"/>
8 Iraq and Afghanistan Service Grant	<input type="text"/>

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>

**POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET**

Student's Name

Social Security Number

Date of school's determination that student withdrew

 /  / **I. Amount of Post-withdrawal Disbursement (PWD)**

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet

Box 1

\$  . **II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**

Total Outstanding Charges Scheduled to be Paid from PWD

*(Note: Prior-year charges cannot exceed \$200.)*

Box 2

\$  . **III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

$$\begin{array}{ccccccc}
 \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} & - & \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} & = & \text{Box 3} & \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} \\
 & \text{Box 1} & & & & & \text{Box 2} & & & & & & & & & 
 \end{array}$$

**IV. Allocation of Post-withdrawal Disbursement**

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
<b>Totals</b>						

**V. Authorizations and Notifications**

Post-withdrawal disbursement loan notification sent to student and/or parent on

 /  / 

Deadline for student and/or parent to respond

 /  /  Response received from student and/or parent on /  /  Response not received School does not accept late response**VI. Date Funds Sent**

Date direct disbursement mailed or transferred

Grant

 /  / 

Loan

 /  / **You should use this format when the withdrawal date is on or after 7/1/2018****p. 3 of 3**



## Learning Activity: R2T4 Calculation – Clock-Hour Program

Review the case study described below. Use the blank Worksheet on the following pages to perform the R2T4 calculation. Check your answers using the Answer Key on page 114.

Zoey began a two-year certificate program in culinary arts at the Institute for Hospitality Arts on August 30, 2021. Zoey’s program is 1,800 clock hours in length. The school defines the academic year as 900 clock hours completed over 26 weeks of instructional time. Each payment period is the amount of time it takes a student to complete both 450 clock hours and 13 weeks of instruction. Zoey’s program is not self-paced; she completes her studies with a cohort. The state agency which oversees higher education requires the institution to take attendance.

Zoey stops attending on September 23. She tells her academic advisor that the program is too general, and she plans on enrolling at the French Pastry Institute to pursue a certificate that aligns with her passion, confectionary arts. After seeing her academic advisor on September 28, Zoey stops by the financial aid office the same day to let the staff know that she will be transferring to another school.

The Institute for Hospitality Arts determined that Zoey withdrew on September 28 and completed the return of Title IV funds calculation on September 30. As of her withdrawal, Zoey was scheduled to have completed 140 clock hours.

Zoey’s cost of attendance for the payment period:

Item	Amount	Institutional Charge
Tuition and fees	\$11,000.00	Yes
Room	\$2,400.00	No
Board	\$2,000.00	No
Transportation	\$1,340.00	No
Books and supplies	\$500.00	Yes
Personal expenses	\$700.00	No
Average loan fees	\$60.00	No

Zoey’s financial aid information for the payment period:

Program	Aid Amount	Net Disbursed Amount	Disbursement Date
Federal Pell Grant*	\$3,225.00	\$3,225.00	8/30/21
Direct Subsidized Loan	\$1,750.00	\$1,732.00	8/30/21
Direct Unsubsidized Loan	\$1,000.00	\$990.00	8/30/21
Hospitality Grant	\$1,000.00	\$1,000.00	8/30/21
Private Loan	\$4,150.00	\$4,000.00	9/15/21

\*Amount listed is for training purposes and may not correspond to the actual amount the student is eligible for according to the most recent *Pell Grant Payment and Disbursement Schedules*.

# Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>E. Total Title IV aid disbursed for the period.</b> <input style="width: 100%;" type="text"/> <b>A.</b> + <input style="width: 100%;" type="text"/> <b>B.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>E. \$</b> .
2. FSEOG			
3. TEACH Grant			
4. Iraq and Afghanistan Service Grant			
<b>A.</b> <input style="width: 100%;" type="text"/>		<b>C.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
+ <input style="width: 100%;" type="text"/> <b>F.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>F. \$</b> .			
<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b>			
+ <input style="width: 100%;" type="text"/> <b>G.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>G. \$</b> .			
<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>			
+ <input style="width: 100%;" type="text"/> <b>H.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>H. \$</b> .			
<b>H. Total Title IV aid disbursed and that could have been disbursed for the period.</b>			

Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
5. Unsubsidized Direct Loan	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>I. Total Title IV loan aid disbursed for the period.</b> <input style="width: 100%;" type="text"/> <b>A.</b> + <input style="width: 100%;" type="text"/> <b>B.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>I. \$</b> .
6. Subsidized Direct Loan			
7. Direct Grad PLUS Loan			
8. Direct Parent PLUS Loan			
<b>B.</b> <input style="width: 100%;" type="text"/>		<b>D.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
+ <input style="width: 100%;" type="text"/> <b>J.</b> = <input style="width: 100%; text-align: right;" type="text"/> <b>J. \$</b> .			
<b>J. Total Title IV loan aid disbursed and that could have been disbursed for the period.</b>			

## STEP 2: Percentage of Title IV Aid Earned

**Withdrawal date**  /  /

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

÷  =  . %

Hours scheduled to complete                      Total hours in period

▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.      **H.**  . %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the total Title IV aid disbursed and that could have been disbursed for the period (Box G).

% x  =  **I.** \$ .

Box H                      Box G

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**  
From the amount of Title IV aid earned by the student (Box I) subtract the total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

-  =  **J.** \$ .

Box I                      Box E

If there's an entry for "J," **STOP here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

**K. Title IV aid to be returned**  
From the total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  =  **K.** \$ .

Box E                      Box I

**Student's Name**

**Social Security Number**

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

Total Institutional Charges (Add all the charges together) = **L.\$**

**M. Percentage of unearned Title IV aid**

100% -  % = **M.**  . %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

**x**  % = **N.\$**  .

Box L      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O.\$**  .

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Loan	<input type="text"/>
3. Direct Graduate PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>

**Total loans the school must return** = **P. \$**  .

5. Pell Grant	<input type="text"/>
6. FSEOG	<input type="text"/>
7. TEACH Grant	<input type="text"/>
8. Iraq and Afghanistan Service Grant	<input type="text"/>
.....	<input type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

-  = **Q.\$**  .

Box K      Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 8: Repayment of the Student's Loans**

From the Net loans disbursed to the student (Box B) subtract the total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.\$**  .

Box B      Box P

- ▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- ▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.**  .

Box Q      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

**x** **50%** = **T.**  .

Box F

**U. Title IV grant funds for student to return**

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-  = **U.**  .

Box S      Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>
.....	<input type="text"/>

**POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET**Student's Name Social Security Number 

Date of school's determination that student withdrew

 /  / **I. Amount of Post-withdrawal Disbursement (PWD)**Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$  . **II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**Total Outstanding Charges Scheduled to be Paid from PWD **Box 2** \$  .   
(Note: Prior-year charges cannot exceed \$200.)**III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

\$ <input type="text"/> . <input type="text"/>	-	\$ <input type="text"/> . <input type="text"/>	=	<b>Box 3</b>	\$ <input type="text"/> . <input type="text"/>
<b>Box 1</b>		<b>Box 2</b>			

**IV. Allocation of Post-withdrawal Disbursement**

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
<b>Totals</b>						

**V. Authorizations and Notifications**Post-withdrawal disbursement loan notification sent to student and/or parent on  /  / Deadline for student and/or parent to respond  /  /  Response received from student and/or parent on  /  /  Response not received School does not accept late response**VI. Date Funds Sent**Date Direct Disbursement mailed or transferred Grant  /  / Loan  /  / **You should use this format when the withdrawal date is on or after 7/1/2018****p. 3 of 3**



## Learning Activity: R2T4 Calculation – Module Program

Review the case study described below. Use the blank Worksheet on the following pages to perform the R2T4 calculation. Check your answers using the Answer Key on page 118.

Drew is an independent, third-year student at Innovation University (IU), where she is enrolled in a baccalaureate software design program. IU's spring semester offers courses that span the entire term and courses in four separate modules. The dates for the spring semester are January 10, 2022 to May 6, 2022. The dates for Module 1 are January 10 to February 4. The dates for Module 2 are February 7 to March 4. The dates for Module 3 are March 14 to April 8. The dates for Module 4 are April 11 to May 6. The semester includes a spring break that starts on March 5 and ends on March 13. IU's RFD is March 4. Students are not allowed to enroll in additional spring courses after this date. IU defines full-time enrollment as 12 credit hours.

Drew has been struggling with her studies due to health issues. Because of this, she took a reduced number of credits in the last academic year, which slowed her progression toward completing the program. In December, her physician indicated that her health appeared to be back to normal and she could resume her normal activities. She was very excited about this and decided to return to full-time studies in the spring semester. At the start of the semester, she is enrolled in one 3-credit hour course each module.

2022 Spring Semester	Spring Semester (1/10/22 – 5/6/22) Enrollment: 0 credit hours			
	Module 1 (1/10/22 – 2/4/22) Enrollment: 3 credit hours	Module 2 (2/7/22 – 3/4/22) Enrollment: 3 credit hours	Module 3 (3/14/22 – 4/8/22) Enrollment: 3 credit hours	Module 4 (4/11/22 – 5/6/22) Enrollment: 3 credit hours

Although she had a relapse at the start of Module 2, she continued to attend classes. After earning a C in Module 1 and an F in Module 2, she decided it was time to re-focus on improving her health. She officially withdraws on March 15, 2022. She did not provide written confirmation of attendance in a Title IV eligible course for Module 4. The school determined she withdrew the same day. She did not meet any of the conditions for an R2T4 exception.

Drew's cost of attendance for the payment period:

Item	Amount	Institutional Charge
Tuition and fees	\$5,585.00	Yes
Room	\$4,200.00	No
Board	\$2,600.00	No
Transportation	\$483.00	No
Books and supplies	\$700.00	No
Personal expenses	\$1,350.00	No
Average loan fees	\$82.00	No

## Learning Activity: R2T4 Calculation – Module Program (continued)

Drew's expected family contribution (EFC) is 6,000. Her financial aid information for the payment period is as follows:

Program	Aid Amount	Net Disbursed Amount/Earnings	Disbursement Date
Federal Work-Study	\$2,000.00	\$750.00	3/4/22 ( <i>last payroll disbursement</i> )
Direct Subsidized Loan	\$2,750.00	\$2,721.00	1/10/22
Direct Unsubsidized Loan	\$2,500.00	\$2,474.00	1/10/22
IU Scholarship	\$2,000.00	\$2,000.00	1/10/22
Private Loan	\$2,500.00	\$2,250.00	1/31/22

# Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

<b>Student's Name</b> <input style="width: 90%;" type="text"/>	<b>Social Security Number</b> <input style="width: 90%;" type="text"/>
<b>Date form completed</b> <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>	<b>Date of school's determination that student withdrew</b> <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>
<b>Period used for calculation (check one)</b> <input type="checkbox"/> <b>Payment period</b>	<input type="checkbox"/> <b>Period of enrollment</b>

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	A. <input style="width: 100%;" type="text"/>
2. FSEOG			+ B. <input style="width: 100%;" type="text"/>
3. TEACH Grant			E. \$ <input style="width: 100%;" type="text"/>
4. Iraq and Afghanistan Service Grant			F. Total Title IV grant aid disbursed and that could have been disbursed for the period.
<b>A.</b>	Subtotal	<b>C.</b>	Subtotal
+ = <b>F.</b> \$ <input style="width: 100%;" type="text"/>			
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	G. Total Title IV aid disbursed and that could have been disbursed for the period.
5. Unsubsidized Direct Loan	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	A. <input style="width: 100%;" type="text"/>
6. Subsidized Direct Loan			B. <input style="width: 100%;" type="text"/>
7. Direct Grad PLUS Loan			C. <input style="width: 100%;" type="text"/>
8. Direct Parent PLUS Loan			D. <input style="width: 100%;" type="text"/>
<b>B.</b>	Subtotal	<b>D.</b>	Subtotal
+ = <b>G.</b> \$ <input style="width: 100%;" type="text"/>			

## STEP 2: Percentage of Title IV Aid Earned

<input style="width: 90%;" type="text"/> / /	<input style="width: 90%;" type="text"/> / /	<input style="width: 90%;" type="text"/> / /
<b>Start date</b>	<b>Scheduled end date</b>	<b>Date of withdrawal</b>

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

**H. Percentage of payment period or period of enrollment completed**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

<input style="width: 90%;" type="text"/>	÷	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/> . %
<small>Completed days</small>		<small>Total days</small>		

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.**  . %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 90%;" type="text"/>	%	X	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/> . \$
<small>Box H</small>			<small>Box G</small>		

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

<input style="width: 90%;" type="text"/>	-	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/> . \$
<small>Box I</small>		<small>Box E</small>	

**STOP here**, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

*Step 4 continued ▶*

**Student's Name**

**Social Security Number**

**STEP 4: Aid to be Disbursed or Returned CONTINUED**

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K. \$** .

Box E                      Box I

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the amount for the school to return (Box O).

-  = **Q. \$** .

Box K                      Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8.

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input type="text"/>
Room	<input type="text"/>
Board	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

**Total Institutional Charges** = **L. \$**

*(Add all the charges together)*

**M. Percentage of unearned Title IV aid**

100% -  % = **M. %**

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

X  % = **N. \$** .

Box L                      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O. \$** .

**STEP 8: Repayment of the Student's Loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R. \$** .

Box B                      Box P

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text"/>
2. Subsidized Direct Staff Loan	<input type="text"/>
3. Direct Grad PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>

**Total loans the school must return** = **P. \$** .

5 Pell Grant	<input type="text"/>
6 FSEOG	<input type="text"/>
7 TEACH Grant	<input type="text"/>
8 Iraq and Afghanistan Service Grant	<input type="text"/>

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S. \$** .

Box Q                      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X **50%** = **T. \$** .

Box F

**U. Title IV grant funds for student to return**

From the initial amount of Title IV grants for student to return (Box S) subtract the amount of Title IV grant protection (Box T).

-  = **U. \$** .

Box S                      Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

Title IV Grant Programs	Amount To Return
1. Pell Grant	<input type="text"/>
2. FSEOG	<input type="text"/>
3. TEACH Grant	<input type="text"/>
4. Iraq and Afghanistan Service Grant	<input type="text"/>

**POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET**

Student's Name

Social Security Number

Date of school's determination that student withdrew

 /  / **I. Amount of Post-withdrawal Disbursement (PWD)**

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet

Box 1

\$  . **II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**

Total Outstanding Charges Scheduled to be Paid from PWD

*(Note: Prior-year charges cannot exceed \$200.)*

Box 2

\$  . **III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (loan) as a direct disbursement.

$$\begin{array}{ccccccc}
 \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} & - & \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} & = & \text{Box 3} & \$ & \boxed{\phantom{000}} & \cdot & \boxed{\phantom{00}} \\
 & \text{Box 1} & & & & & \text{Box 2} & & & & & & & & & \\
 \end{array}$$

**IV. Allocation of Post-withdrawal Disbursement**

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
<b>Totals</b>						

**V. Authorizations and Notifications**

Post-withdrawal disbursement loan notification sent to student and/or parent on

 /  / 

Deadline for student and/or parent to respond

 /  /  Response received from student and/or parent on /  /  Response not received School does not accept late response**VI. Date Funds Sent**

Date direct disbursement mailed or transferred

Grant

 /  / 

Loan

 /  / **You should use this format when the withdrawal date is on or after 7/1/2018****p. 3 of 3**



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