

## **UACCB Financial Aid Office Return of Title IV Funds (R2T4) Policy**

It is imperative for students to regularly attend all classes in which they enroll. In order to “earn” the disbursement of the Federal Title IV Financial Aid Funds (Pell Grant, FSEOG, Stafford Loan), a student should remain enrolled in, *and regularly attend*, all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time may be required by Federal Regulation to return a portion of the “unearned” Federal Title IV Financial Aid Funds. The calculation for the return of these funds may result in the student owing a balance to UACCB and/or the Federal government. Information about the Return of Title IV Funds Policy can be found in the UACCB Financial Aid Office.

Any student wishing to withdraw from the College will initiate the process through his/her faculty advisor. Students can obtain a withdrawal form from their advisor or the Office of Student Information/Registrar. In order to complete the transaction, the withdrawal form should be signed by the Business Office, Financial Aid Office, the student and the student will submit the drop form to the Office of the Director of Student Information/Registrar. Failure to complete this entire process will nullify the action. Students who wish to drop a class or completely withdraw from college are governed by the following policies:

- Courses dropped and withdrawals completed prior to the 12th class day in a regular term or the 6th class day in a summer term will not be recorded on the student’s transcript.
- Students officially dropping a credit course from the 12th class day through the published deadline will receive a grade of “W” on their permanent transcript.

Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s). A student who wishes to withdraw from College (all classes) during a term should complete a Student Withdrawal form prior to the Last Date to Withdraw from the College. The student will not be officially withdrawn until the form has been received in the Director of Student Information/Registrar’s Office. There is no fee for complete student withdrawal. When an emergency or other special circumstance makes it impossible for the student to withdraw in person, the student may correspond with the Office Student Information/Registrar. Students who stop attending a course (or all courses) without dropping or withdrawing officially will receive failing grade(s).

Students who withdraw from school prior to the 60% completion point of any semester will require a return to Title IV calculation to determine how much of their financial aid was earned and how much will be paid back to the school and/or federal government. In order to determine the amount of funds to return, the Financial Aid Office will calculate the percentage of aid earned using the percentage of the period that the student completed. This can be derived from the withdrawal date. Then, the amount of earned aid will be determined by applying the percentage to the total Title IV aid that was or could have been disbursed. Aid programs that can be affected by a return to Title IV calculation include (in order) Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS loans, Federal Pell grants, Academic Competitiveness grants, and Federal Supplemental Educational Opportunity grants. The amount of unearned aid is calculated by subtracting earned aid from disbursed aid *or* determining the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid. If unearned funds are to be returned, the Financial Aid Office will send the appropriate amount of funds back to the Department of Education or the student’s lender. If a post-withdrawal disbursement is due to the student, these funds will be issued to the student’s account.