

Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name: _____ Social Security Number: _____
 Report Date: 10/31/2018 School Calendar Profile Code: HVAC 18 4th Cycle
 Date Form Completed: 10/31/2018 Date of the Institution's determination that the student withdrew: 10/30/2018

Period used for calculation (check one) (x) payment period () period of enrollment
 Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal placed when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	<u>\$990.00</u>	_____
2. Subsidized FFEL/Direct Stafford Loan	<u>\$1,732.00</u>	_____
3. Perkins Loan	_____	_____
4. FFEL/Direct PLUS	<u>\$5,504.00</u>	_____
	Amount	Amount That Could Have Been Disbursed
5. Pell Grant	_____	_____
6. FSEOG	_____	_____
7. Other Title IV Programs*	_____	_____
*Do not include FWS.		
A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment-----A		<u>\$8,226.00</u>
B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment-----B		<u>\$8,226.00</u>

STEP 2: Percentage of Title IV Aid Earned

C. If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

Withdrawal date 10/26/2018 Payment period/period of enrollment start date 10/4/2018 end date 1/24/2019
 Percentage of payment period or period of enrollment completed Minus 5 or more days 11 Christmas Break
 Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was a approved leaves of absence). 20 divided by 102 19.6%

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater that 60% (with or without rounding), enter 100% in Box C. C 19.6% 19.6%

STEP 3: Amount of Title IV Aid Earned by the STUDENT

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)
19.6% x \$8,226.00 = D \$1,612.94
 Box C Box B

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

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box a is greater than the amount in Box D, go to item F. If the amounts in Boxes A and D are equal, STOP. No further action is necessary.

E. Post-withdrawal disbursement

Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.
 _____ - _____ = E _____
 Box D Box A

F. Title IV aid to be returned

Subtract the amount of Title IV earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

<u>\$8,226.00</u>	-	<u>\$1,612.94</u>	= F	<u>\$6,613.06</u>
Box A		Box D		

Student's Name: 0

Social Security Number: _____

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

G. Institutional charges for the payment period or period of enrollment

TUITION AND FEES	<u>\$8,225.00</u>			
ROOM	<u> </u>			
BOARD	<u> </u>	Total Institutional Charges	G	<u>\$8,225.00</u>

H. Percentage of Title IV aid unearned (100% - Box C) H 0.0%

I. Multiply institutional charges for the payment period or period of enrollment (Box G) times the percentage of Title IV aid unearned (Box H).	<u>\$8,225.00</u>	X	<u>0.0%</u>	= I	<u>\$ -</u>
	Box G		Box H		

J. Compare the amount of Title IV aid to be returned (Box F) to Box I and enter the lesser amount. J \$6,613.06

STEP 6: Return of Funds by the SCHOOL

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

	Amount for School to Return		Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	<u>\$990.00</u>	5. Pell Grant	<u> </u>
2. Subsidized FFEL/Direct Stafford Loan	<u>\$1,732.00</u>	6. FSEOG	<u> </u>
3. Perkins Loan	<u> </u>	7. Other Title IV Programs	<u> </u>
4. FFEL/Direct PLUS	<u>\$3,891.00</u>		

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

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).	<u> </u>	-	<u> </u>	= K	<u>0</u>
	Box F		Box J		

STEP *: Return of Funds by the STUDENT

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grant are reduced by 50%.

	Amount for School to Return		Initial Amount to Return	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	\$	5. Pell Grant	x50%=	\$
2. Subsidized FFEL/Direct Stafford Loan	\$	6. FSEOG	X50%=	\$
3. Perkins Loan	\$	7. Other Title IV Programs		\$
4. FFEL/Direct PLUS				

*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.