

## Return of Title IV Federal Financial Aid Policy

### Refund Policy for all Students

When a student withdraws from classes, he/she may be entitled to receive money back which has been paid to the university. The university may be able to refund all or a portion of the tuition and fees and room and board charges the student paid.

The University will refund the student's account for tuition and fees according to the chart listed below:

<b>Student withdraws:</b>	<b>Refund Amount:</b>	<b>School Retains:</b>
First two weeks of school	100%	0%
After first two weeks of school	0%	100%

### Withdrawal from the university

Students who decide to withdraw from the university prior to the end of the term should follow the university's withdrawal policies and guidelines. All official withdrawals are processed through Student Life. The student must complete a withdrawal form, or provide written or telephone notification to Student Life for an official withdrawal.

#### Official Withdrawal

The withdrawal date for a student who ceases enrollment prior to the end of the term will be the date the student begins the withdrawal process. The official withdrawal is processed through Student Life.

#### Unofficial Withdrawal

The withdrawal date for a student who ceases enrollment (stops attending) prior to the end of the term will be the documented date by the institution. The Registrar's Office is responsible for determining the last date of attendance as reported by faculty and Student Life.

A student who does not receive one passing grade at the end of the term, the institution must determine and document whether the student completed the enrollment period. If the enrollment period was not completed by the student, the institution must determine and document the last date of attendance. The Registrar's Office is responsible for determining the last date of attendance as reported by the faculty or Student Life.

## **Refund Policy for Title IV Recipients**

The Return of Title IV calculation will be used to determine if any funds (other than FWS) must be returned to the respective programs for all Title IV recipients who cease enrollment on or before the 60% point in the semester.

## **Distribution of Refund Policies**

JSU's refund and repayment policies are disseminated to students via the website, JSU Graduate and Undergraduate Catalogs and Class Schedule Booklets.

## **Return of Title IV Federal Financial Aid Policy**

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the university. The policy governs all federal grant and loan programs (Pell, SEOG, TEACH, Iraq Afghanistan Service Grant, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work Study program.

In general, the law assumes that a student earns federal financial aid awarded in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws (officially or unofficially) from the school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain. If a student receives (or the university receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Federal Title IV programs.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by dividing the number of calendar days completed by the student in the payment period (term) divided by the total calendar days in the same payment period. Any institutional scheduled breaks of five or more consecutive days are excluded from the calendar days (completed and the total number in the payment period).

The regulations provide that the percentage of the Title IV aid earned by a student is equal to the percentage of the payment period completed by the student if the withdrawal is on or before the 60% point in the payment period. For example, if a student completes 40% of the semester, he/she earns 40% of the approved federal aid that he/she was originally scheduled to receive for the term. This means 60% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

## **Repayment of Unearned Aid**

The school will return the required unearned amount of Title IV calculated by the formula (lesser amount of unearned Title IV or unearned institutional charges).

The student will return the unearned amount of Title IV grants as calculated by the formula.

The student's and parent's unearned portion of federal loan proceeds will not be returned, but will be repaid to the lender according to the terms and conditions of the borrower's promissory note.

The return of funds due by the school and the student and or parent are charged back to the student's university account and returned to the applicable programs. The student is responsible for paying any outstanding charges to the university.

The school must return the unearned funds to the respective programs in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Perkins Loan
- Direct PLUS (Graduate Students)
- Direct PLUS (Parent)
- Pell Grant
- SEOG
- TEACH Grant
- Iraq Afghanistan Service Grant

This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fees or room and board charges.

If the student is required to return any grant funds, this is considered a grant overpayment. The grant overpayment must be repaid in full or satisfactory arrangements to repay must be made with the Department of Education. Failure to resolve the overpayment will cause the student to lose eligibility for future federal financial aid at any institution until the overpayment issue is fully resolved.

If a student remains in school for more than the 60% point of the semester, the federal regulations consider the student earning 100% of the federal aid and the student would owe no repayment as a consequence of withdrawal.

### **Students who fail to Begin Attendance**

Federal student aid recipients who fail to begin classes for a term will not be eligible for financial aid for that term because they failed to establish eligibility. If funds are disbursed, 100% of all disbursed aid will be returned to the respective programs.