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# Forms Associated With a Return of Title IV Aid Calculation

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APPENDIX  
to Volume 5

*The following pages provide sample forms that can be utilized for:*

- ◆ *Calculating the treatment of Title IV funds when a student withdraws from a credit-hour program*
- ◆ *Calculating the treatment of Title IV funds when a student withdraws from a clock-hour program*
- ◆ *Tracking a required post-withdrawal disbursement*
- ◆ *Information required when referring student overpayments to the default resolution group*

These forms should be used for any student whose withdrawal date is on or after July 1, 2021.

- ◆ [Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program.pdf](#)
- ◆ [Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program.pdf](#)
- ◆ [Information Required When a School Refers Student Overpayments.pdf](#)

These forms should be used for any student whose withdrawal date is between July 1, 2018 and June 30, 2021.

- [Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program.pdf](#)
- [Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program.pdf](#)
- [Information Required When a School Refers Student Overpayments.pdf](#)

These forms should be used for any student whose withdrawal date is between July 1, 2017 and June 30, 2018.

- [Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program.pdf](#)
- [Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program.pdf](#)
- [Information Required When a School Refers Student Overpayments.pdf](#)

# 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: 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 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 Iraq and Afghanistan Service Grant	<input type="text"/>
7 FSEOG	<input type="text"/>
8 TEACH 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. Iraq and Afghanistan Service Grant	<input type="text"/>
3. FSEOG	<input type="text"/>
4. TEACH Grant	<input type="text"/>



# 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"/> + <input style="width: 100%;" type="text"/> = <b>E. \$</b> <input style="width: 100%;" type="text"/>
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%;" type="text"/>			
<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%;" type="text"/>			
<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> <input style="width: 100%;" type="text"/>			

## 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"/>
<hr/>	
<b>Total loans the school must return</b>	<b>P. \$</b> <input type="text"/> .
5. Pell Grant	<input type="text"/>
6. Iraq and Afghanistan Service Grant	<input type="text"/>
7. FSEOG	<input type="text"/>
8. TEACH Grant	<input type="text"/>
<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. Iraq and Afghanistan Service Grant	<input type="text"/>
3. FSEOG	<input type="text"/>
4. TEACH Grant	<input type="text"/>
<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 7/1/2021.

## Information Required When a School Refers Student Overpayments to the Default Resolution Group (Referrals Must Be Provided on School Letterhead)

### Student Information

Name (Last, First, MI): \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If the overpayment includes a TEACH Grant, enter the Award Identifier (ID) used when the award was created in COD.

TEACH Award ID: \_\_\_\_\_

### Parent/Spouse Information

Name (Last, First, MI): \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### School Information

If your Pell Reporting ID is different than your Pell Attended ID, please provide both. Otherwise, just report the Pell Attended ID.

Reporting School's Pell ID Number: \_\_\_\_\_ Attending School's Pell ID Number: \_\_\_\_\_

**If your school does not have a Pell ID, enter your OPE ID:** \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Disbursements and Repayments

	Pell Grant	FSEOG <sup>1</sup>	TEACH Grant
Award year in which overpayment was disbursed:	_____	_____	_____
Total grant disbursed:	_____	_____	_____
Dates of disbursement: <b>(Must match NSLDS overpayment record)</b>	_____	_____	_____
Overpayment amount owed by student *	_____	_____	_____
Total grant repaid by student to school, if any:	_____	_____	_____
Date of last payment to school, if any:	_____	_____	_____
<b>Total being referred for collection:</b>	_____	_____	_____

<sup>1</sup> If using individual or aggregate matching, report federal share only. Otherwise report total FSEOG.

\* If the overpayment is the result of a withdrawal, provide the date of the withdrawal.

/ /

If the overpayment is **not** the result of a withdrawal, please provide a brief explanation of the reason for the overpayment.

\_\_\_\_\_

\_\_\_\_\_

SEND INFORMATION TO → Student Loan Processing Center-Overpayments  
P.O. Box 4157  
Greenville, Texas 75403

903-454-2243 ← FAX