

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

|  |   |  |   |  |
|--|---|--|---|--|
| <input style="width: 90%;" type="text"/> | ÷ | <input style="width: 90%;" type="text"/> | = | <input style="width: 90%;" type="text"/> % |
| 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).

|  |   |  |   |   |
|--|---|--|---|---|
| <input style="width: 90%;" type="text"/> % | x | <input style="width: 90%;" type="text"/> | = | <b>I.</b> \$ <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"/> | = | <b>J.</b> \$ <input style="width: 90%;" type="text"/> |
| 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.

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

Student's Name

Social Security Number

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

|  |         |                      |
|--|---------|----------------------|
| <b>L. Institutional charges for the period</b> | Tuition | <input type="text"/> |
|  | Housing | <input type="text"/> |
|  | Food    | <input type="text"/> |
|  | Books   | <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. 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 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"/> |