

# Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name  Social Security Number   
 Date form completed  /  /  Date of school's determination that student withdrew  /  /   
 Period used for calculation (check one)  Payment period  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	
1. Pell Grant			<b>E. Total Title IV aid disbursed for the period.</b>
2. FSEOG			A.
3. TEACH Grant			+B.
4. Iraq and Afghanistan Service Grant			<b>E. \$</b> <input style="width: 50px;" type="text"/> . <input style="width: 50px;" type="text"/>
<b>A.</b> <input style="width: 150px;" type="text"/> Subtotal			<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b>
<b>C.</b> <input style="width: 150px;" type="text"/> Subtotal			A.
<b>B.</b> <input style="width: 150px;" type="text"/> Subtotal			+C.
<b>D.</b> <input style="width: 150px;" type="text"/> Subtotal			<b>= F. \$</b> <input style="width: 50px;" type="text"/> . <input style="width: 50px;" type="text"/>
<b>G.</b> <input style="width: 150px;" type="text"/> Subtotal			<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>
<b>H.</b> <input style="width: 150px;" type="text"/> Subtotal			A.
<b>I.</b> <input style="width: 150px;" type="text"/> Subtotal			B.
<b>J.</b> <input style="width: 150px;" type="text"/> Subtotal			C.
<b>K.</b> <input style="width: 150px;" type="text"/> Subtotal			+D.
<b>L.</b> <input style="width: 150px;" type="text"/> Subtotal			<b>= G. \$</b> <input style="width: 50px;" type="text"/> . <input style="width: 50px;" type="text"/>

## STEP 2: Percentage of Title IV Aid Earned

/  /   
 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. LESS 9-DAY SCHEDULED BREAK

**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).

÷  =  .  %  
 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).

% ×  = **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

**Stop here**, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

Step 4 continued ▶