Treatment Of Title IV Funds When A Student Withdraws From A Clock-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		
2. FSEOG		
3. TEACH Grant		
	A. Subtotal	**C.** Subtotal

Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed
5. Unsubsidized Direct Loan		
6. Subsidized Direct Loan		
7. Direct Grad PLUS Loan		
8. Direct Parent PLUS Loan		
	B. Subtotal	**D.** Subtotal

E. Total Title IV aid disbursed for the period.

A. _____
\+ B. _____
= **E. $** _____.

F. Total Title IV grant aid disbursed and that could have been disbursed for the period.

A. _____
\+ C. _____
= **F. $** _____.

G. Total Title IV aid disbursed and that could have been disbursed for the period.

A. _____
B. _____
C. _____
\+ D. _____
= **G. $** _____.

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).

_____ % (Box H) **x** _____ (Box G) = **I.$** _____.

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.

_____ (Box I) – _____ (Box E) = **J.$** _____.

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.

_____ (Box E) – _____ (Box I) = **K.$** _____.

You should use this format when the withdrawal date is on or after 7/1/2025.

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	
Housing	
Food	
Other	
Other	
Other	

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	
2. Subsidized Direct Loan	
3. Direct Graduate PLUS Loan	
4. Direct Parent PLUS Loan	
Total loans the school must return =	**P. $** .
5. Pell Grant	
6. FSEOG	
7. TEACH Grant	

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	
2. FSEOG	
3. TEACH Grant	

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
(*Note: Prior-year charges cannot exceed $200.*) **Box 2** $ _____.

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.

$ _____. (Box 1) − $ _____. (Box 2) = **Box 3** $ _____.

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 Grant funds 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 lifetime eligibility limitation.

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	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
Totals						

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 7/1/2025.