



## **Return of Title IV (R2T4) Funds Policy**

Title IV funds recipients are subject to the “Return of Title IV Funds Policy,” which is based on the percentage of the enrollment period completed and the amount of Title IV aid disbursed. This is a separate calculation from the institution’s tuition and housing refund policy. This policy applies to all federal and state financial aid programs, including but not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans (Subsidized, Unsubsidized, and Parent PLUS), Federal TEACH Grant, West Virginia Higher Education Grant, and WV PROMISE Scholarship.

### **Official Withdrawals**

Financial aid is awarded under the assumption that the student will attend for the entire semester. If a student finds it necessary to fully withdraw from Glenville State College, that student should first consult with an advisor in the Academic Success Center, who coordinates the withdrawal process and assists the student in obtaining additional information from other faculty or staff members, if needed. When a student withdraws from school before completing a period of enrollment, Glenville State College must determine whether any of the student’s financial aid must be returned (removed from the student account). When a student initiates the full withdrawal process, the Academic Success Center advisor sends communication to all the student’s professors requesting a last date of attendance in each class, which determines the student’s official withdrawal date and determines whether any aid must be returned.

Per federal regulations, students that fully withdraw from college may only keep federal financial aid that was earned up to the last date of attendance/withdrawal date. This also applies to state financial aid programs. How much aid is “earned” is based on the length of time enrolled. If more than 60% of the enrollment period is completed by the student, funds are considered to be “earned,” and no funds must be returned to the financial aid provider/donor, and hence, no aid is removed from the student account.

To determine the percentage of time completed in the semester, Glenville State College must divide the number of calendar days the student attended classes by the number of calendar days in the semester (minus any scheduled breaks of five or more days). The amount of “earned” aid is calculated by multiplying the amount of disbursed Title IV funds by the percentage of time completed. The amount to be returned to the United States Department of Education is determined by taking the total amount of disbursed aid and subtracting from it the amount of earned aid. The institution’s share of the amount to be returned is calculated by multiplying institutional charges by the percentage of time not enrolled. The student’s share is calculated by subtracting the amount the school must return from the total amount to be returned. Remaining loan balances are repaid by the student according to the terms and conditions of the promissory note.

The “unearned” aid must be returned to the financial aid provider(s) no later than 45 days after the date of the determination that the student has withdrawn. Returning financial aid funds to the provider may result in a balance due on the student’s account. Once a full withdrawal has been processed, the student will receive communication from the Glenville State College Financial Aid and/or Business and Finance Office notifying the student of any changes to the student account and any balance or refund due, along with payment options. If a balance is due to the College, a hold will be placed on the student’s account. Students owing a repayment to any federal financial aid program cannot receive any federally-supported student financial assistance for future enrollment periods until repayment has been made with either the Glenville State College Cashier’s Office or the United States Department of Education.

During the Return of Title IV calculation, it may be determined that a post-withdrawal disbursement of funds is permitted. If the student or parent is eligible for a post-withdrawal loan disbursement, Glenville State College will notify the student and/or parent in writing advising them of the post-withdrawal disbursement eligibility. The College will advise the student or parent that a response is required from them within 30 calendar days from the date the school notified them if they wish

to accept the post-withdrawal disbursement of loan(s). If a student or parent submits a timely response accepting all or a portion of a post-withdrawal loan disbursement, the school will disburse the loan funds as soon as possible, but within 180 days of the date of the institution's determination that the student withdrew.

If the student is eligible for a post-withdrawal Title IV grant disbursement, Glenville State College is permitted to credit the student's account with the post-withdrawal disbursement of grant funds to cover current outstanding allowable charges without the student's permission for tuition, fees, room, and board. To cover charges other than current charges, Glenville State College must obtain a student's authorization to credit the student account with Title IV grant funds. The school will disburse the grant funds within 45 days of the date of the determination of the student's withdrawal.

### **Federal Aid**

When a student withdraws prior to completing 60% of the payment period or semester, federal aid is recalculated based on the percentage of the semester that was completed. Based on this calculation, the institution must return the amount of Title IV funds the student is no longer eligible to receive by removing it from the student's account. Federal Title IV aid is returned in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct Parent PLUS Loans
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Federal TEACH Grant
8. Any other Title IV assistance
9. State aid according to state policies
10. Institutional/outside aid according to institutional and/or outside financial aid policies

### **State Aid**

If a student fully withdraws from the semester, Glenville State College must recalculate the amount of the state aid the student earned. If the student is receiving Title IV aid, this recalculation is performed by determining the percentage of the payment period the student completed. If the student is not receiving Title IV aid, the institution must use the West Virginia Higher Education Policy Commission's rules for determining the portion of state aid to be returned.

### **Unofficial Withdrawals**

If a student does not officially withdraw from, but stops attending, all courses for the semester and receives a combination of grades of all F's, FIW's, and/or W's at the end of the term, that student may be considered a student who has unofficially withdrawn from the institution.

After grades post for the current semester, grades are reviewed by the Financial Aid Office, in coordination with the Registrar's Office and the professors of the classes in question, to determine the student's participation in enrolled classes. Each professor must specify the student's last date of attendance. If the last date of attendance was prior to when all financial aid is considered "earned" for the semester, Glenville State College is required to return a portion of the student's financial aid.