

STUDENT WITHDRAWAL/REFUND AND REPAYMENT OF FEDERAL TITLE IV AND DCAD FUNDS PROCEDURS/DISCLOSURES (2007-2011)

In compliance with 34 CFR Section 668.22; 682.607;685.306;DCL GEN-04-03 federal regulations, as students withdraw from the institution, the College Registrar, Financial Aid Office, and Bursar (Business Office) will carry out necessary procedures to ensure that Title IV funds are properly managed, returned and/or disbursed in a timely manner to comply with federal time lines and regulations, as follows:

1. In most cases, students withdrawing from the College, complete an official withdrawal form through the Registrar's Office to initiate the withdrawal process.
2. Students who fail to attend any classes within a given semester will be administratively withdrawn through the Registrar's Office and treated as a Withdrawal/No Show. Students who Withdraw/No Show (never attended classes for given semester) are not charged for the semester and no Title IV aid is disbursed for said student.
3. The Registrar determines at the end of each semester whether a student unofficially withdrew without any notice and when a withdrawal date cannot be determined by reviewing end of semester grades. If the student received withdrawals from all classes, the Financial Aid Director completes a R2T4 Recalc Form to document the withdrawal circumstance and 50% of the student's Title IV disbursed will be returned.
4. Students who commence enrollment during a semester, however, and reported by faculty members as not attending courses for three consecutive class meetings for which they are enrolled and have not completed official withdrawal forms, will be administratively withdrawn through the Registrar's Office and the Bursar will prorate charges based upon the student's date of withdrawal. The college's refund policies for tuition, fees and housing as follows:

Change Prior to Start of Classes:	100% Refund
Change During First Week:	85% Refund
Change During Second Week:	70% Refund
Change During Third Week:	50%, Refund
Change After Third Week:	0%, Refund

5. The Registrar provides the Financial Aid Office with *Weekly Registrar's Reports* at each weekly Director's Meeting, showing each student's enrollment status and detailing all withdrawals, student names, withdrawal types and withdrawal dates each semester.
6. The Registrar will notify the Financial Aid Office on a weekly basis of all students' withdrawal statuses, upon receipt of the student's official or administrative withdrawal and provide the Financial Aid Office and Bursar with a copy of the student's official or administrative withdrawal form, specifying the student's last day of attendance and withdrawal date.
7. The Financial Aid Office sets the 60% attendance census date for each semester, whereby students withdrawing after completing more than 60% of the semester, will be calculated as earning 100% of Title IV funds for the given semester.
8. The Financial Aid Director completes a R2T4 Recalc Form for students completing more than 60% of the semester enrolled, documenting no need to return any funds since the student's percentage of Title IV Aid is 100%.
9. Upon receipt of the student's official or administrative withdrawal, drop out, dismissal or leave of absence prior to completing more than 60% of the period of enrollment or semester, the Bursar or designee will promptly initiate the R2T4 Recalculation with the R2TR Checklist and R2TR Calculation Form, (*Treatment of Title IV Funds When A Student Withdraws From A Credit Hour Program*) Section

1 and STEP 1 on a period of enrollment basis to begin determining each student's Title IV financial aid eligibility and necessary refunds and/or disbursements.

10. The percentage of period of enrollment or semester completed equals number of calendar days completed up to the withdrawal or exit date divided by the total number of calendar days in the semester. (Any break of 5 days or more is not counted as part of the days in the semester). This percentage constitutes the percentage of earned aid. Aid to be returned equals 100% of aid that could have been disbursed minus the student's earned aid during the semester.
11. Upon receipt of the R2T4 Recalc Form from the Bursar, the Financial Aid Director will continue completing the R2T4 Recalc Form: STEPS 2, 3, and 4, and Steps 3 to 10 of the College's R2T4 Two Step Checklist. The Financial Aid Director completes R2T4 calculations to determine what percentage of Title IV funds were earned by the student, the amount that must be returned by college and/or student, and the amount that must be disbursed to the student's account.
12. The Financial Aid Director then prepares a *Return of Title IV Funds Policy Title IV and Student Disclosure Form* detailing R2TR processing procedures and specifying the amounts of unearned Title IV aid that must be returned or the amount earned that must be disbursed, by Title IV categories as well as notice of subsequent start of student loan repayments. The Return of Title IV and Student Disclosure Form is given or mailed to the student who has withdrawn.
13. The Financial Aid Office provides the Bursar with a copy of the *R2T4 Recalculation Form*; specifying the type and amount of Title IV aid to be returned or disbursed contingent upon the student's percentage of earned Title IV funds.
14. Based upon the Federal Refund Calculation, the Bursar will return the unearned Title IV Funds in the following order: (Within 45 days after school determines student withdrew)
 1. Unsubsidized FFEL/Direct Stafford Loan
 2. Subsidized FFEL/Direct Stafford Loan
 3. Perkins Loan
 4. FFEL/Direct PLUS (Graduate Student)
 5. FFEL/Direct PLUS (Parent)
 6. Pell Grant
 9. FSEOG
15. DCAD must return the amount of Title IV Funds for which it is responsible no later than 30 days after the date of the determination of the student's withdrawal. (*See Treatment of Title IV When A Student Withdraws From A Credit-Hour Program-Step 4: Aid to be Disbursed or Returned*) as soon as possible, but not later than 180 days from date of determination.
16. The Bursar provides written notification to student or parent (regarding PLUS Loans) of her/his eligibility of funds in excess of her/his outstanding current educationally related charges (As soon as possible, but no later than 30 days of date school determined student withdrew).
17. Should Title IV Recalculations determine that the student earned a post-withdrawal disbursement (PWD) Title IV Recalc Step 4:J, the Bursar will complete the Post-Withdrawal Tracking Sheet and notify the Financial Aid Director of any late disbursement grant funds that need to be ordered or certified. Once the late disbursement funds are disbursed to the college, the Bursar will credit the student's account with any grant funds disbursed. The Bursar applies the PWD to any outstanding charges on the student's account and should the late grant disbursement result in a credit balance, the Bursar makes a Post-Withdrawal disbursement directly to the student. (As soon as possible, but not later than 180 days after date school determined student withdrew in accordance with 34 CFR 668.164).
18. If the student failed to earn any portion of unearned Title IV grant aid that was disbursed to her/him, and an overpayment return from the student is required as determined by the R2T4 calculation Worksheet (STEP 9 & 10), the Bursar notifies the student of any Title IV grant overpayments that need to be returned by a specified date based upon *STEP 7: Initial Amount Unearned Title IV* aid due from the student and the ramifications to be instilled should the student fail to return the overpaid grant funds or enter into an agreement to return said overpayments.

19. The Bursar notifies the Financial Aid Director or designee that the student is required to return Title IV overpayment grant funds.
20. If the student does not pay Title IV overpayment received in full or enter into a Student Overpayment-Return of Title IV Funds Agreement with the college, the Bursar notifies the Financial Aid Director or designee and refers the student to Collections. (Time frame not specified, however, as soon as possible).
21. The Financial Aid Director reports the student to NSLDS (No later than 45 days from the date student is notified of failure to return Title IV overpayments).
22. Should the PWD include loan funds, the Bursar mails the borrower (student and/or parent) a *Post-withdrawal Disbursement Loan Notification* with response deadline specified (10 business days), giving the borrowers opportunity to accept or decline the late loan (FFEL, DIRECT PLUS an/or PLUS disbursements). (Within 30 days of disbursement of loan funds, in accordance with requirements and authorizations 34 CFR 668.22(a)(4)(i)(B)).
23. Should the Bursar receive the *PWD Loan Disbursement Response* from the borrower within the specified deadline time frame that the late loan disbursement was accepted, the Bursar will notify the Financial Aid Director of the borrower's late loan disbursement acceptance whereby the Financial Aid Director or designee will certify such loan funds for late disbursement and the Bursar will apply these accepted loan funds to the student's DCAD account.
24. Should the Bursar receive the *PWD Loan Disbursement Decline Response* from the borrower within the specified deadline time frame, the Bursar notifies Financial Aid Director that the late loan disbursement funds were declined and no late Title IV Loan disbursements will be made.
25. Should the Bursar receive the *PWD Loan Disbursement Acceptance Response* from the borrower after the specified deadline, the Bursar may decline to make the late loan disbursement.
26. The Financial Aid Office will notify the student of any Disbursed or Returned, Unearned Title IV Aid and/or Repayment of Student Loans by mailing the student a *Return of Title IV Funds Policy-Disclosure to Students* to the student after completing the *Treatment of Title IV When A Student Withdraws From A Credit-Hour Program Recalc Form* (as soon as possible within 30 days of date school determined student withdrawal).
27. Any student withdrawing from the college and has secured a Federal Stafford Loan while enrolled at the College, must also see the Financial Aid Office to Complete Stafford Loan Exit Counseling. If the Financial Aid Office is not available at the time the student is about to exit, the Registrar will have the student complete the Federal Stafford Loan Exit Counseling Form along with the Official College Withdrawal Form and forward copies of both forms to the Director of Financial Aid. The Financial Aid Office will forward a copy of the Stafford Loan Exit Counseling Form to American Education Services (AES) or other applicable loan guarantors to notify them that student has withdrawn from the college. The student is also provided with Stafford Loan Repayment information, DCAD (Enlarged-Yellow copy) of *Stafford Loan Disclosures Summary*, pamphlets and In-School Deferment Form with deferment instructions.
28. Should the student fail to complete any required Stafford Loan Exit Counseling during their exit interview, the Financial Aid Office will mail Stafford Loan Exit Counseling Form and Brochures to the student for completion. The Registrar places transcript and diploma holds on the student's account until the Stafford Loan Exit Counseling Office Form is received by the Financial Aid Office.
29. The Financial Aid Director will cancel any Unearned Title IV Funds that have not been disbursed for the given semester and for any applicable upcoming semester.
30. Once the Bursar returns or disburses the required Title IV Funds as determined by the R2T4 Calc Form, the Bursar will mail the student an updated statement for any balance due the College. Delinquent DCAD Accounts will be forwarded to the college's collection agent until the bill is paid.

Copies of these *Student Withdrawal/Refund and Repayment of Federal Title IV and DCAD Funds Policies and Procedures* are placed in each student's campus mailbox via *Financial Aid Notice* or *Financial Aid Newsletter* format during the first week of each semester. These *Student Withdrawal/Refund and Repayment of Federal*

Title IV and DCAD Funds Policies and Procedures are also posted on DCAD web site and published in the Financial Aid Handbook as well as in the college's catalogue.

Title IV Refund Recalculation Policies and Procedures when Student Withdrawal from the College 2007-11, Updated 3/1/2008.