

**POLICY**

- When a recipient of Title IV grant or loan assistance withdraws from an institution during a period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV assistance earned by the student as of the student's withdrawal date.
- If the total amount of Title IV assistance earned by the student is less than the amount that was disbursed to the student or on his or her behalf as of the date of the institution's determination that the student withdrew, the difference must be returned to the Title IV programs and no additional disbursements may be made to the student for the period of enrollment.
- If the amount the student earned is more than the amount disbursed, the difference between the amounts must be treated as a post-withdrawal disbursement.
- Texas Tech University is not required to take attendance. Therefore, the student's last date of school-documented attendance at an academically related activity may be used as the student's withdrawal date.
  - If attendance cannot be documented, the student was never eligible for student financial aid to begin with.
  - Calendar dates prior to school holidays will be used as withdrawal date should a student withdrawal on a school holiday consisting of a five-day break.
  - For students who never attended and do not provide school-documented attendance at an academically related event, the student is treated as never attended and 100% of all funds are returned.
  - For student who unofficially withdrawal, a student earns 100% if LDA is after the completion is more than 60% of the calendar days in the payment period; otherwise, the percentage earned by the student is equal to the percentage (60% or less) of the payment period as of the students LDA – CFR 668.22(e) (FY 2011 audit)
- Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a period of enrollment and the number of calendar days completed in that period.
  - Where classes end on a Friday and do not resume until Monday following a one-week break, both weekends (four days) and the five weekdays would be excluded from the return calculation.
    - The first Saturday, the day after the last class, is the first day of the break. The following Sunday, the day before classes resume, is the last day of the break
- Returns of Title IV funds are required to be deposited from or transferred to the student financial aid account, and the electronic fund transfer must be initiated to the U.S. Department of Education as soon as possible, but no later than 45 calendar days after the date the institution determines that the student withdrew.
- Summer term processing will be representative of modular programs based on the FSA Handbook.
- Regardless of the last date of attendance, a R2T4 calculation must be completed and documented for each student withdrawal (official and unofficial).

- Student Financial Aid & Scholarships can receive information that a student has withdrawn from several sources:
  - Date student intent to withdrawal submitted to the Office of the Registrar.
  - A university office (Registrar, SBS, Academic Dean, etc.) notifies the FA Office that the student has requested a withdrawal for a specific term.
  - Student Financial Aid & Scholarships is notified a student has withdrawn via the Withdrawal Report from the Office of the Registrar.
  - Student Financial Aid & Scholarships is notified a student has potentially withdrawn via the All “F” report.
- If a student withdraws during a term, all aid for upcoming terms in the aid period is cancelled. The student will have to reaccept awards if they return
- For students with a consortium agreement, courses taken at a home and host institution encompass all courses enrolled for a period of enrollment.
- The amount of earned Title IV grant or loan assistance is calculated by determining the percentage of Title IV grant or loan assistance that the student has earned and applying that percentage to the total amount of Title IV grant or loan assistance that was or could have been disbursed to the student for the payment period or period of enrollment as of the student’s withdrawal date.
  - A student earns 100 percent of student financial aid if his or her withdrawal date is after the completion of 60 percent of the period of enrollment.
  - The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance the student earned from the amount of Title IV assistance that was disbursed to the student as of the date of the institution’s determination that the student withdrew.
  - Unearned funds are returned in the following order:
    - Unsubsidized Federal Direct Stafford loans
    - Subsidized Federal Direct Stafford loans
    - Federal Direct PLUS received on behalf of the student
    - Remaining Funds
      - If unearned funds remain to be returned after repayment of all outstanding loan amounts, return of funds is required in the following order:
        - Federal Pell Grants
        - FSEOG Program Aid
        - TEACH Grants
        - Iraq & Afghanistan Service Grants
- Institutional charges are used in calculating the amount for the institution and the student to each return.
  - “Institutional charges” are tuition, fees, housing and meals (if the student contracts with the institution for the housing and meals) and other educationally-related expenses assessed by the institution.
    - Housing and meals will include IT fee of \$25.
  - If a student drops a course(s) prior to census and receives a 100% refund for the course(s), institutional charges will be calculated as of the date the course(s) were dropped.

- For students with a consortium agreement, institutional charges for both the home school and host school will be used in calculating the amount for the institution and the student to return. The consortium advisor will contact the host school to obtain documentation of institutional charges.
- Exit counseling requirements are sent to student borrower which includes a PDF link. University policy states departments are only allowed to use TTU Email address for email communication
- Administration of official withdrawals will be randomly monitored for compliance, and a quality assurance check will be administered for 100% of unofficial withdrawal populations at the end of each semester.