

RETURN OF TITLE IV FUNDS POLICY

Repayment requirements for students who cease attending all of their classes:

Financial aid recipients, who withdraw or cease attending all of their classes prior to 60% of the term being completed (including courses with a grade of “F” for non-attendance), are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned and the refund calculation for the Minnesota State Grant and SELF loan. A student who does not complete all days they are scheduled to complete in module courses (that is, courses that do not span the entire length of the semester) are also considered withdrawn and are subject to the Return of Title IV funds rules. A student who withdraws from a module course but is scheduled to attend a module beginning later in the semester, must notify the Financial Aid Office in writing if he/she intends to complete the later module. If the student does not contact Financial Aid, he/she will be considered withdrawn. For the Return of Title IV funds calculation, the percentage of unearned aid is equal to the number of calendar days remaining in the term (or numbers of days of attendance remaining in planned modules) divided by the total number of calendar days in the term (or total number of days in planned modules). The calculation of Title IV funds unearned has no relationship to the student’s incurred institutional charges as determined by the university’s refund schedule for students that officially withdraw from a term. The Records Office is the university’s designated office to accept notification of official withdrawals. In the event that the last date of attendance cannot be determined, the mid-date (50%) of the semester will be used. The Business Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded, and charges for tuition, fees and residence hall. The repayment amount is considered unearned aid that a student was not eligible to receive because of not completing the term, necessitating the repayment of funds. The university may have an obligation to return funds to an aid program that was previously applied to the student’s account. The student may have an obligation to repay funds that were paid directly to him/her. If the university returns funds that were applied to the student’s account, a balance due the university by the student will result. Federal student aid may not cover all unpaid institutional charges due to the university upon withdrawal. Failure to repay will prevent future registration at the university and initiate delinquent collection procedures, which will adversely affect the student’s credit rating. *Actual Sample Withdrawal Case:* (1) Student received \$1970 Federal Direct Loan and \$2025 Federal Pell Grant. (2) Student completed only 27% of the semester. (3) Student was required to repay \$2535 of the \$3995 total aid received. A student may contact the Accounting Office in Deputy Hall 202 to receive an estimation of the required financial aid repayment, if any.

Non Federal Funds:

Repayments to state aid programs and non-state aid programs will be calculated on a proportional basis using the institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant, SELF Loan program, and other aid programs, the OHE Refund Calculation Worksheet will be utilized.