

## Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date Form Complete \_\_\_\_\_ Date of the institution's determination that the student withdrew \_\_\_\_\_

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

### STEP 1: Student's Title IV Aid Information

		Net Amount Disbursed	Net Amount That Could Have Been Disbursed
1.	Unsubsidized FFEL/Direct Stafford Loan	_____	_____
2.	Subsidized FFEL/Direct Stafford Loan	_____	_____
3.	Perkins Loan	_____	_____
4.	FFEL/Direct PLUS	_____	_____
5.	Pell Grant	_____	_____
6.	FSEOG	_____	_____
7.	Other Title IV programs* *Do not include FWS.	_____	_____

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period A. \_\_\_\_\_

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period B. \_\_\_\_\_

### STEP 2: Percentage of Title IV Aid Earned

- C.
- If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.
  - Withdrawal date \_\_\_\_\_ Payment period \_\_\_\_\_ end date \_\_\_\_\_
  - Percentage of payment period completed

Determine the calendar days completed in the payment period divided by the total calendar days in the payment period (exclude schedule breaks of 5 days or more).

$$\frac{\text{Completed days}}{\text{Total days}} = \text{_____} \%$$

If this amount is less than or equal to 60%, enter this amount in Box C.  
If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C. \_\_\_\_\_



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**STEP 6: Return of Funds by the SCHOOL**

The school must return the unearned aid for which the school is responsible (Box J) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

	Amount for School To Return
1. Unsubsidized FFEL/Direct Stafford Loan	_____
2. Subsidized FFEL/Direct Stafford Loan	_____
3. Perkins Loan	_____
4. FFEL/Direct PLUS	_____
5. Pell Grant	_____
6. FSEOG	_____
7. Other Title IV programs	

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**STEP 7: Initial Amount of Unearned Title IV Aid Due from the STUDENT**

K. Subtract the amount of Title IV aid due from the school (Box J) from the amount of Title IV aid to be returned (Box F).

$$\frac{\text{Box F}}{\text{Box F}} - \frac{\text{Box J}}{\text{Box J}} = \text{K. } \underline{\hspace{2cm}}$$

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**STEP 8: Return of Funds by the STUDENT**

The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible (Box K) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

	Amount for Student To Return	
1. Unsubsidized FFEL/Direct Stafford Loan*	_____	
2. Subsidized FFEL/Direct Stafford Loan*	_____	
3. Perkins Loan*	_____	
4. FFEL/Direct PLUS*		
	Initial Amount To Return	Amount for Student to Return
5. Pell Grant	_____	x 50% _____
6. FSEOG	_____	x 50% _____
7. Other Title IV programs	_____	x 50% _____ (for grant funds)

\*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notification to the holder of the loan of the student's withdrawal date.