

Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name	Michael	Social Security Number	000-00-0000
Date form completed	05 / 23 /	Date of school's determination that student withdrew	05 / 23 /
Period used for calculation (check one)	<input checked="" type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment		

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

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed													
1. Pell Grant	2000		E. Total Title IV aid disbursed for the period. <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 60%; text-align: right;">A.</td><td style="border: 1px solid black; text-align: center;">2000</td></tr> <tr><td style="text-align: right;">+</td><td style="border: 1px solid black; text-align: center;">B.</td></tr> <tr><td style="text-align: right;">=</td><td style="border: 1px solid black; text-align: center;">E. \$ 4736 . 00</td></tr> </table>	A.	2000	+	B.	=	E. \$ 4736 . 00						
A.	2000														
+	B.														
=	E. \$ 4736 . 00														
2. Academic Competitiveness Grant															
3. National SMART Grant															
4. FSEOG															
5. TEACH Grant															
6. Iraq Afghanistan Service Grant															
A. 2000		C. 0													
Subtotal		Subtotal													
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">+</td><td style="border: 1px solid black; text-align: center;">C.</td></tr> <tr><td style="text-align: right;">=</td><td style="border: 1px solid black; text-align: center;">F. \$ 2000 .</td></tr> </table>				+	C.	=	F. \$ 2000 .								
+	C.														
=	F. \$ 2000 .														
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed													
7. Unsubsidized FFEL/Direct Stafford Loan	1741		G. Total Title IV aid disbursed and that could have been disbursed for the period. <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 60%; text-align: right;">A.</td><td style="border: 1px solid black; text-align: center;">2000</td></tr> <tr><td style="border: 1px solid black; text-align: right;">B.</td><td style="border: 1px solid black; text-align: center;">2736</td></tr> <tr><td style="border: 1px solid black; text-align: right;">C.</td><td style="border: 1px solid black; text-align: center;">0</td></tr> <tr><td style="border: 1px solid black; text-align: right;">D.</td><td style="border: 1px solid black; text-align: center;">0</td></tr> <tr><td style="text-align: right;">+</td><td style="border: 1px solid black; text-align: center;">D.</td></tr> <tr><td style="text-align: right;">=</td><td style="border: 1px solid black; text-align: center;">G. \$ 4736 . 00</td></tr> </table>	A.	2000	B.	2736	C.	0	D.	0	+	D.	=	G. \$ 4736 . 00
A.	2000														
B.	2736														
C.	0														
D.	0														
+	D.														
=	G. \$ 4736 . 00														
8. Subsidized FFEL/Direct Stafford Loan	995														
9. Perkins Loan															
10. FFEL/Direct PLUS (Graduate Student)															
11. FFEL/Direct PLUS (Parent)															
B. 2736		D. 0													
Subtotal		Subtotal													

STEP 2: Percentage of Title IV Aid Earned

02 / 01 /	05 / 20 /	03 / 22 /
Start date	Scheduled end date	Date of withdrawal

A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

H. Percentage of payment period or period of enrollment completed

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

50	÷	100	=	50 . 0 %
Completed days		Total days		

- ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- ▶ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

H. 50.0 %

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

50 %	X	4736.00	=	I. \$ 2368 . 00
Box H		Box G		

STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

J. Post-withdrawal disbursement

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

2368.00	-	4736.00	=	J. \$.
Box I		Box E		

Stop here, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

Step 4 continued ▶

Student's Name

Social Security Number

STEP 4: Aid to be Disbursed or Returned CONTINUED

K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

= **K.\$**

Box E Box I

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

Tuition	<input type="text" value="3000"/>
Room	
Board	
Other	
Other	
Other	

Total Institutional Charges = **L.\$**
(Add all the charges together)

M. Percentage of unearned Title IV aid

= **M.**

Box H

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

= **N.\$**

Box L Box M

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

O.\$

STEP 6: Return of Funds by the School

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

Title IV Programs

Amount for School to Return

1. Unsubsidized FFEL/Direct Stafford Loan	<input type="text" value="995.00"/>
2. Subsidized FFEL/Direct Stafford Loan	<input type="text" value="505.00"/>
3. Perkins Loan	
4. FFEL/Direct PLUS (Graduate Student)	
5. FFEL/Direct PLUS (Parent)	

Total loans the school must return = **P.\$**

6. Pell Grant	
7. Academic Competitiveness Grant	
8. National SMART Grant	
9. FSEOG	
10. TEACH Grant	
11. Iraq Afghanistan Service Grant	

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

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

= **Q.**

Box K Box O

▶ If Box Q is ≤ zero, **STOP**. If greater than zero, go to Step 8

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

= **R.\$**

Box B Box P

▶ If Box Q is less than or equal to Box R, **STOP**.

The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

▶ If Box Q is greater than Box R, proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

= **S.\$**

Box Q Box R

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

= **T.\$**

Box F

U. Title IV grant funds for student to return

From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

= **U.\$**

Box S Box T

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs

Amount To Return

1. Pell Grant	
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	
6. Iraq Afghanistan Service Grant	

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name

Social Security Number

Date of school's determination that student withdrew

 / / **I. Amount of Post-withdrawal Disbursement (PWD)**

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet

Box 1

\$. **II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account**

Total Outstanding Charges Scheduled to be Paid from PWD

Box 2

\$. *(Note: Prior-year charges cannot exceed \$200.)***III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent**

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.

\$.

-

\$.

=

Box 3

\$.

Box 1

Box 2

IV. Allocation of Post-withdrawal Disbursement

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
ACG	N/A	N/A		N/A	N/A	
National SMART Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Perkins						
Subsidized FFEL / Direct						
Unsubsidized FFEL / Direct						
FFEL / Direct Grad Plus						
FFEL / Direct Parent Plus						
Totals						

V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on

 / /

Deadline for student and/or parent to respond

 / / Response received from student and/or parent on / / Response not received School does not accept late response**VI. Date Funds Sent**

Date Direct Disbursement mailed or transferred

Grant

 / /

Loan

 / /