Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program								
Student's Name	Social Security Number							
Date form / Date of	of school's determination that student withdrew							
	ent period 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 E. Total Title IV aid disbursed for the period.							
1. Pell Grant	A.							
2. Academic Competitiveness Grant	+ <u>B.</u>							
National SMART Grant FSEOG	= E.\$ -							
5. TEACH Grant	F. Total Title IV grant aid disbursed and that could have been disbursed for the period.							
A.	C. A.							
Subtotal	Subtotal + C.							
Title IV Loan Programs Net Amount Disbursed	Net Amount that Could Have Been Disbursed							
6. Unsubsidized FFEL/Direct Stafford Loan	G. Total Title IV aid disbursed and that could have been disbursed for the period.							
7. Subsidized FFEL/Direct Stafford Loan	A.							
8. Perkins Loan	В.							
9. FFEL/Direct PLUS (Graduate Student) 10. FFEL/Direct PLUS (Parent)	<u>C.</u>							
B.	+ <u>D.</u>							
Subtotal	Subtotal = G.\$							
STEP 2: Percentage of Title IV Aid Earned	STEP 4: Title IV Aid to be Disbursed or Returned							
Withdrawal date / /	If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).							
H. Determine the percentage of the period completed: Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by	If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).							
the total clock hours in the period.	If the amounts in Box I and Box E are equal, STOP . No further action is necessary.							
	J. Post-withdrawal disbursement							
Hours scheduled Total hours in	From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the							
to complete period	period (Box E). This is the amount of the post- withdrawal disbursement.							
If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.	Stop here, and enter the amount in Box 1 on Page 3							
If this percentage is less than or equal to 60%, enter	(Post-withdrawal disbursement tracking sheet).							
that percentage in Box H, and proceed to Step 3.								
	Box I Box E							
STEP 3: Amount of Title IV Aid Earned by the Student Multiply the percentage of Title IV aid earned (Box H) by	K. Title IV aid to be returned From the Total Title IV aid disbursed for the period							
the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).	(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.							
% x = 1.\$.	- = K.\$.							
Box H Box G	Box E Box I							

Social Security Number

STEP 5: Amount of Unearned Title IV Aid Due STEP 8: Repayment of the Student's loans from the School From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) L. Institutional charges Tuition to find the amount of Title IV loans the student is still for the period Room responsible for repaying (Box R). Board These outstanding loans consist either of loan funds the Other student has earned, or unearned loan funds that the Other school is not responsible for repaying, or both; and they Other are repaid to the loan holders according to the terms of the borrower's promissory note. Total Institutional Charges (Add all the charges together) Box B M. Percentage of unearned Title IV aid If Box Q is less than or equal to Box R, STOP. % 100% — The only action a school must take is to notify the holders of the loans of the student's withdrawal date. N. Amount of unearned charges If Box Q is greater than Box R, proceed to Step 9. Multiply institutional charges for the period (Box L) by the STEP 9: Grant Funds to be Returned Percentage of unearned Title IV aid (Box M). S. Initial amount of Title IV grants for student to return From the Initial amount of unearned Title IV aid due from Box L the student (Box Q) subtract the amount of loans to be repaid by the student (Box R). O. Amount for school to return Compare the amount of Title IV aid to be returned = | S. (Box K) to Amount of unearned charges (Box N), and enter the lesser amount. Box Q 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 STEP 6: Return of Funds by the School (Box F) by 50%. The school must return the unearned aid for which the 50% school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount Box F disbursed from each source. Amount for School U. Title IV grant funds for student to return to Return Title IV Programs From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant 1. Unsubsidized FFEL/Direct Stafford Loan protection (Box T). 2. Subsidized FFEL/Direct Stafford Loan 3. Perkins Loan 4. FFEL/Direct PLUS (Graduate Student) Box S Box T 5. FFEL/Direct PLUS (Parent) If Box U is less than or equal to zero, **STOP**. If not, go to Step 10. Total loans the school must return = P.\$ STEP 10: Return of Grant Funds by the Student Except as noted below, the student must return the unearned grant 6. Pell Grant funds for which he or she is responsible (Box U). The grant funds 7. Academic Competitiveness Grant returned by the student are applied to the following sources in the 8. National SMART Grant order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for 9. FSFOG returning to that program in Step 6. 10. TEACH Grant Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less. STEP 7: Initial Amount of Unearned Title IV Aid **Title IV Grant Programs** Amount To Return Due from the Student 1. Pell Grant From the amount of Title IV aid to be returned (Box K) subtract 2. Academic Competitiveness Grant the Amount for the school to return (Box O). 3. National SMART Grant 4. FSEOG Box K Box O 5. TEACH Grant If Box Q is \leq zero, **STOP**. If greater than zero, go to Step 8.

Student's Name

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET								
Student's Name		So	ocial Security Nu	mber				
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 (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.								
\$		- [\$		= во	x 3 \$			
Box 1 Box 2								
IV. Allocation of Post-with				Loon Amount	Loon Amount			
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			
Unsubsidized FFEL / Direct								
Subsidized FFEL / Direct								
Perkins								
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 / /								