Treatment Of Title IV Funds When A Stude	ent Withdraws From A Credit-Hour Program
Student's Name	Social Security Number
Date form / / Date 6	of school's determination / /
Completed / /	that student withdrew Period of enrollment
, , _ ,	·
Monetary amounts should be in dollars When calculating percentages, round to three de	and cents (rounded to the nearest penny). ecimal places. (For example, .4486 = .449, or 44.9%)
STEP 1: Student's Title IV Aid Information	
Title IV Grant Programs 1. Pell Grant 2. Academic Competitiveness Grant 3. National SMART Grant 4. FSEOG	Amount that Could Have Been Disbursed E. Total Title IV aid disbursed for the payment period or period of enrollment. A. + B. E. \$ Total of Title IV grant aid disbursed + could have been disbursed for the payment period or period of enrollment.
Title IV Loan Programs 5. Unsubsidized FFEL/Direct Stafford Loan 6. Subsidized FFEL/Direct Stafford Loan	Net Amount that Could Have Been Disbursed F. \$ G. Total of Title IV aid disbursed + could have been disbursed for the payment
7. Perkins Loan 8. FFEL/Direct PLUS (Graduate Student) 9. FFEL/Direct PLUS (Parent) B. Subtotal	D. Subtotal period of enrollment. A. B. C. + D G.\$
STEP 2: Percentage of Title IV Aid Earned	STEP 3: Amount of Title IV Aid Earned by the Student
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	Multiply the percentage of Title IV aid earned (Box H) times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box G). Mathematical Structure Mathema
as instructed. For a student who officially withdraws, enter	STEP 4: Total Title IV Aid to be Disbursed or Returned
the withdrawal date. H. Percentage of payment period or period of enrollment completed Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).	 If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J). 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 Subtract Total Title IV aid disbursed for the payment
Total days	period or period of enrollment (Box E) from the amount of Title IV aid earned (Box I). This is the
Completed days If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.	amount of fille IV aid earned (Box I). This is the amount of post-withdrawal disbursement due. Stop here, and enter the amount in Box 1 on Page 3 (post-withdrawal disbursement tracking sheet).
If this percentage is less than or equal to 60%, enter that percentage in Box H,	_ = J. \$.
and proceed to Step 3.	Box I Box E Step 4 continued ▶

Student's Name

Social Security Number

STEP 4: Aid to be Disbursed or Returned CONTINUED

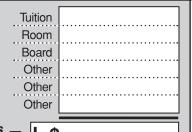
K. Title IV aid to be returned

Subtract the amount of Title IV aid earned (Box I) from the Total Title IV aid disbursed for the payment period or period of enrollment (Box E). This is the amount of Title IV aid that must be returned.



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

L. Institutional charges for the payment period or period of enrollment



Total Institutional Charges = L.\$

(Add all the charges together)

M. Percentage of unearned Title IV aid

N. Amount of unearned charges

Multiply institutional charges for the payment period or period of enrollment (Box L) times the percentage of unearned Title IV aid (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.

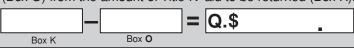
STEP 6: Return of Funds by the School

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.

Amount for School to Return
_
<u>.</u>

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

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



STEP 8: Repayment of the Student's loans

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

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.



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



T. Amount of Title IV grant protection

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

	X	50%	=	T. \$	
Box F			_		

U. Title IV grant funds for student to return

Subtract the protected amount of Title IV grants (Box T) from the initial amount of Title IV grants for student to return (Box S).

		`				
	_			=	U.\$	
Box S		Box 7	г			

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 to the following sources in the order indicated, up to the total 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	

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET								
Student's Name		Social	Security Number				\neg	
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 \$								
III. Post-withdrawal Disbu	rsement Offere	d Directly to Studer	nt and/or Parent					
Subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2) from the total Post-withdrawal Disbursement due (Box 1). This is the amount you must offer to the student and/or parent as a Direct Disbursement.								
\$ - \$ - Box 3 \$.								
IV. Allocation of Post-with	ndrawal Disburs	sement						
Type of Aid	Grant Aid Credited to Account	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Amount of Aid Offered as Direct Disbursement		Amount of Aid Accept as Direct Disburseme	ted t	
Unsubsidized FFEL/Direct	N/A							
Subsidized FFEL/Direct	N/A							
Perkins	N/A							
FFEL/Direct Grad Plus	N/A							
FFEL/Direct Parent Plus	N/A							
Pell Grant		N/A	N/A					
ACG		N/A	N/A					
National SMART Grant		N/A	N/A					
FSEOG		N/A	N/A					
Totals								
V. Authorizations and Not	ifications							
Post-withdrawal disbursement 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 / /								