

# University of Science & Arts of Oklahoma

## Return to Title IV Policy

Financial Aid Office, Troutt Hall Room 112

1727 W Alabama Ave

Chickasha OK 73018-5322

405-574-1353 405-574-1251 405-574-1240 [financialaid@usao.edu](mailto:financialaid@usao.edu)

### Policy for Title IV Aid Recipients Who Withdraw

Students who receive Title IV funds or have met the conditions that entitle them to a late disbursement, who withdraw from all their Title IV eligible courses at the University of Science & Arts of Oklahoma (USAO) prior to the end of the payment period, will be subject to the Return of Title IV (R2T4) funds policy. Title IV funds includes: the Pell Grant, Iraq and Afghanistan Service Grant, Supplemental Education Opportunity (SEOG) Grant, Subsidized Stafford Direct Student Loans, Unsubsidized Stafford Direct Loans and Parent Plus Loans.

Students are awarded Title IV funds under the assumption they will attend school for the entire period for which the assistance is awarded. When a student withdraws, the Financial Aid Office will determine the date of the withdrawal and calculate the amount of Title IV funds earned while enrolled in classes according to the following Return to Title IV (R2T4) funds formula: **number of days attended divided by the number of days scheduled in the payment period.** Breaks of at least five days are not included in this calculation. If the percentage completed exceeds 60% of the payment period a student is considered to have earned all of their Title IV funds. If the student has not completed 60% of the payment period a recalculation of aid will be performed.

When performing the recalculation of aid, if the amount of Title IV funds disbursed exceeds the amount of Title IV funds earned, the unearned funds must be returned. If the amount of Title IV funds disbursed to the student is less than the Title IV funds earned, the student may be eligible to receive a post-withdraw disbursement.

USAO must include Title IV funds that were disbursed or could have been disbursed in the recalculation of aid. Undisbursed funds that the student has not earned will be canceled on the student's behalf. A recalculation of Title IV funds may be completed based on regulatory calculations before a R2T4 is completed.

### Return to Title IV Withdraw Policy

A student is considered withdrawn when they do not complete all the days of the payment period. The date of the withdrawal will be determined by whether the student is an official or unofficial withdraw.

A student who notifies they intend to withdraw is considered an “**official withdraw**”. The withdrawal date may be designated as the date the student notifies USAO of their intent to

withdraw, begins the withdraw process, or the documented last date of academic engagement that is earlier or later than the date a student begins the withdraw process. Complete withdraws are processed through the Registrar's Office; however, the withdraw process begins with the Student Success Center (Nash Library 306).

A student who stops attending all courses at USAO prior to the end of the term without notifying the institution is considered an “**unofficial withdraw**”. The withdrawal date for an unofficial withdraw may be designated as the midpoint of the term or the last date of academic engagement.

A student who fails to earn a passing grade in any course in the payment period is considered to be an unofficial withdrawal. Unearned grades include: incompletes (I), withdraws (W), administrative withdraws (AW), remedial fails (RF), and fails (F). When faculty report grades at the end of the term they are required to report the last date of attendance or academic engagement for all F's. Once grades are posted, the Financial Aid Office identifies all Title IV students who did not receive any passing grades and processes them under the unofficial withdrawal policy.

All withdrawals will impact Satisfactory Academic Progress (SAP).

## **Modules**

A student who is enrolled in modules, or a course that does not span the entire length of the payment period, will be considered withdrawn if they cease to attend, or fail to begin attendance in a scheduled course that is included in the payment period. Students who withdraw from modules but are still enrolled in other courses may have their aid recalculated to reflect their enrollment.

Students who are considered withdrawn will be subjected to R2T4 calculations if they do not meet the following exceptions:

1. A student who completes all requirements for graduation.
2. Successfully completes Title IV-eligible coursework in one module or combination of modules that equals 49% or more of the number of countable days in the payment period.
3. Successfully completes Title-IV eligible coursework equal to or greater than half-time enrollment (6 credit hours) for the payment period.
4. Confirming attendance in writing for a Title-IV eligible course in a later module.

Students who meet the above exceptions may have their Title IV aid recalculated per applicable program regulations before the R2T4 is performed.

## **Return Policy for Unearned Funds**

The Financial Aid Office will calculate the amount of federal funds that must be returned according to the Return of Title IV funds formula for students who do not complete 60% of the payment period. Any unearned funds will be returned to the appropriate Title IV programs. Aid

amounts are returned to Title IV programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Federal Pell Grant, Iraq and Afghanistan Service Grant, and SEOG grant.

USAO will email students, within 30 days of determining a student has withdrawn, if they are determined to need an R2T4 recalculation and are eligible for a post-withdraw disbursement or will have unearned funds returned on their behalf. A student will have 14 calendar days to accept or decline additional Title IV Aid after being notified of an eligible post-withdraw disbursement.

Any unearned Title IV funds will be returned to the appropriate Title IV program within 45 days of the date USAO determines a student officially or unofficially withdraws from all courses before the end of the payment period. If USAO returns federal funds on behalf of a student, the student should check with the Bursar's Office (Troutt 220) to see if a bill is now owed for previously paid charges.

## **Institutional and Student Responsibilities**

USAO's responsibility for the Return of Title IV Funds (R2T4):

1. Provide each student with the information given in this policy
2. Identify students who are affected by this policy and completing the R2T4 for those students.
3. Return any Title IV funds that are due in the Title IV programs.

Student's responsibilities:

1. Become familiar with the R2T4 policy and how a complete
2. withdrawal affects eligibility for Title IV aid.
3. Return to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the R2T4 calculation.