



## Office of Financial Aid and Scholarships

### Return of Title IV Policy

Title IV funds are awarded to students under the assumption that students will attend school for the entire period for which assistance is awarded. If a recipient of Title IV grant or loan funds withdraws from school after beginning attendance, OSU-Oklahoma City Financial Aid and Scholarship Office in accordance with **34 CFR Sec. 668.22** must perform a Return of Title IV Funds (R2T4) to determine the amount of Title IV assistance earned by the student.

#### The Effects of Withdrawing

Students who are considering withdrawing from their classes should be aware that federal funds may not cover all unpaid institutional charges due to the institution upon complete withdrawal. To fully understand the withdrawal process and its impact, students should consult with Enrollment Services, Business Services, and the Financial Aid Office. Withdrawal from classes may result in students being placed on financial aid suspension, a delay in graduation, or an obligation to repay a portion of their federal aid. In addition, federal loan borrowers who completely withdraw from all classes within a semester will enter into their grace period or may be required to begin repayment of federal loans received if their grace period has elapsed.

#### Official Withdrawal

Students who began attendance and later withdraws from all registered courses, and make no written intent to enroll in the same payment period within 45 days is considered withdrawn for Return to Title IV purposes. The “official” withdrawal date is the date the student dropped their courses online, or in cases of withdrawals by advisors or other departments, the withdrawal date is the date the student sends written notification requesting to be withdrawn.

#### Enrollment in Modules

Students enrolled in **modules** (courses that do not span the entire length of the payment period or term), are considered to have withdrawn, for Return to Title IV purposes, under the following conditions:

- Withdrawal from the term and are not scheduled to begin another module within the payment period for more than 45 calendar days from when you ceased enrollment.
- Have not given written confirmation of attendance in a future module in the same payment period that begins no later than 45 calendar days after you ceased enrollment.

Students enrolled in **modules** are not considered to have withdrawn, for Return to Title IV purposes, when **successfully completing** at least one of the following conditions during the payment period -

- One module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules
- A combination of modules that when combined contain 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules
- Coursework equal to or greater than half-time status (six or more credit hours)
- Have submitted written confirmation of enrollment in a future module that begins no later than 45 calendar days within the same payment period.

#### Unofficial Withdrawals

The Financial Aid Office reviews grades at the end of every term. Students who receives all non-passing grades (F, U, or W) for a term or cease attendance in all of their classes and fail to complete the official withdrawal

paperwork are considered unofficially withdrawn students. The Financial Aid Office will use the *last date of attendance, supplied by instructors, for registered courses*, as the withdrawal date to determine the amount of Title IV aid to return to the federal aid programs for the semester. This determination will occur at end of the payment period following grades posting and review.

### **The Return to Title IV Calculation:**

The following components are reviewed in the Return of Title IV calculation process:

- Type of federal aid received
- Institutional charges
- Attendance – earned and unearned percentages
- Return of Funds

### **Federal Aid Programs in which Return to Title IV applies**

Re-evaluation of the following types of federal aid programs will occur in the event of an official or unofficial withdrawal resulting in a Return to Title IV Aid calculation:

- Federal Direct Loans (Subsidized, Unsubsidized and Parent Loans)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG).

### **Institutional Charges**

Institutional charges for Return to Title IV (R2T4) purposes at OSU-Oklahoma City primarily consist of all tuition and mandatory fees charged at the time the student withdrew or stopped attending classes.

### **Attendance - Earned and Unearned Percentage**

The type and amount of aid that must be returned to the aid programs is directly based on the percentage of aid that is considered to have been unearned at the point of withdrawal. Before calculating the unearned percentage, the earned percentage must be first calculated. This percentage is derived by dividing the number of calendar days attended in the semester (excluding calendar breaks of five or more days) by the number of days in the semester. Once the earned percentage has been calculated, it is then subtracted from 100 to get the unearned percentage. The unearned percentage is then multiplied by the Title IV assistance received to determine the amount of Title IV aid that is unearned and must be returned.

### **Return of Funds**

Unearned (institution or student grant portion) aid will be returned to the federal aid programs by OSU-Oklahoma City. A charge is placed on the student's bursar account for the amount of aid that is required to be returned. The Office of Financial Aid and Scholarships will mail a notification to the student outlining the total amount he/she must repay. The student must make payment arrangements with the Business Services Office for the amount returned. OSU-Oklahoma City is required to return Title IV funds (*as soon as possible* but no later than 45 days from the notification of a student's withdrawal) to the impacted federal aid program received during the withdrawal term in the following order:

- **Unsubsidized Federal Direct Stafford Loans**
- **Subsidized Federal Direct Stafford Loans**
- **Federal Direct PLUS Loans**
- **Federal Pell Grant**
- **Iraq and Afghanistan Service Grant**
- **Federal SEOG Grant**

### **Post-Withdrawal Disbursement**

Students with federal grants or loans awarded but not disbursed at the time of withdrawal may be eligible for a late or post-withdrawal disbursement. To be eligible for a post-withdrawal disbursement, federal grants must be

awarded or federal loans originated with promissory note requirements completed before the withdrawal date from OSU-Oklahoma City. If outstanding institutional charges exist on the student's account, OSU-Oklahoma City may credit the student's account up to the amount of outstanding charges with eligible post-withdrawal funds. If the post-withdrawal calculation indicates that a post withdrawal disbursement is due from grant funds and the student has outstanding charges, the funds are automatically applied to the student's business services account. If the calculation indicates that a post-withdrawal disbursement is due from *eligible* loan funds that remain eligible after being applied to outstanding institutional charges, the student or parent will receive written notification of the available amount. The student or parent must acknowledge their acceptance of the post-withdrawal disbursement within 14 days. The student or parent has the right to decline or reduce the amount of the eligible post-withdrawal loan disbursement. If the student or parent fails to acknowledge the letter within the specified timeframe, loan funds will be returned to the federal loan program.



# Office of Financial Aid and Scholarships

## Confirmation of Intent to Begin a Scheduled Module Course

TERM \_\_\_\_\_

I, \_\_\_\_\_, am enrolled for courses during the term listed above  
(print name)  
and have dropped one or more course(s).

I plan to attend a course(s) later in this semester above.

- Yes, I am planning to attend a future module(s) during the term listed above
- No, I am not planning to attend a future module(s) during the term listed above

- I understand the Financial Aid Office could be required to re-calculate the amount of Federal Title IV financial assistance (grants & loans) awarded based on the credit hours of courses I have attended. This could result in charges to my account.
- I understand if I do not begin the course(s), I will be considered withdrawn from the semester and a Return of Title IV funds calculation will be performed.
- I understand that the results of a Return of Title IV funds calculation could result in a return of a portion of my Title IV aid that I did not earned, based on the length of my enrollment.

**I HAVE READ THE FACT SHEET FOR RETURN OF FUNDS FOR STUDENTS IN MODULE COURSES AND UNDERSTAND THE ABOVE**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
CWID

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSU-OKC Financial Aid Representative

\_\_\_\_\_  
Date