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3.463 Return of Financial Aid Funds

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Financial Aid Repayment on Withdrawal Policy 3.463	
Business Management Policies		Effective date:	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	January 1, 2023
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of the Chancellor	Chancellor	937-769-1351	CFO, University Director of Financial Aid, Assistant and Associate Directors of Financial Aid; students receiving federal financial aid

I. Introduction

Recipients of federal aid programs are subject to federal, state and institutional regulations regarding the return of Title IV funds. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all their classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

II. Student Withdrawal

A. Types of Withdrawal. For financial aid purposes, there are two types of withdrawal: Official and Unofficial.

1. Official Withdrawal – the student leaves the University by dropping all classes for a term; and

2. Unofficial Withdrawal – the student receives all No Credit (NC) grades due to lack of attendance.

B. Withdrawal Date.

1. Official Withdrawal. At Antioch University, a student's official withdrawal date is the date the student notifies the Office of the University Registrar. Notice does not need to be in writing. It can be written (through the student's official Antioch Gmail account or through a Leave of Absence request) or documented date of conversation. The earliest date that a student notifies the designated office must be used.

When there is a withdrawal without student notification due to circumstances beyond the student's control, the school will determine the withdrawal date that most accurately reflects when the student ceased academic attendance due to those circumstances beyond the student's control.

2. Unofficial Withdrawal. A student's unofficial withdrawal date is the student's last date of attendance or last date of academic engagement* which may be earlier than student notification, or the date posted by the instructor indicating the last day of attendance, or the date the student is withdrawn by the University.

a. *Academic engagement includes:

- i. Attending a synchronous class, lecture, field activity or laboratory activity, either physically or online, where there is an opportunity for direct interaction between the instructor and students;
- ii. Submitting an academic assignment;
- iii. Taking an assessment or exam;
- iv. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- iv. Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- v. Interacting with an instructor about academic matters.

b. Academic engagement does not include:

- i. Logging into an online class or tutorial without any further participation; or
- ii. Participating in academic counseling or advisement.

- C. Withdrawal from Modules.** A student enrolled in a program offered in modules is considered withdrawn if student does not;
1. Complete all the scheduled days upon which the Title IV aid is awarded in the payment period and does not;
 - a. Complete all the requirements for graduations from the program of study, or
 - b. Successfully complete a module or combination of modules that include at least 49% of the countable days in the payment period, or
 - c. Successfully complete at least half-time status coursework, or
 - d. Provide written confirmation of future attendance in a future module within the same term.

III. Return of Title IV Funds Process

A. Applicability. Students who receive federal financial aid (in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant, Direct Stafford, Parent PLUS, and Grad PLUS) and withdraw from their classes are subject to the Federal Return of Title IV Funds policy. Federal financial aid regulations have defined that a student who withdraws or stops attending prior to completing 60% of a term has not earned 100% of the federal financial aid that was received. This applies to all students, including transfer students, re-admitted students and other students in the program.

If a student begins attendance and withdraws before any charges are assessed, an R2T4 calculation is still calculated.

If a student withdraws from classes, then rescinds the withdrawal, and subsequently withdraws again, the original withdrawal date is used unless there is a later, documented last date of attendance.

After grades are posted for the semester, if a student has received non-passing grades due to insufficient attendance, attendance data is requested from the professor of the course to determine the last date of attendance or last date of academic engagement. If dates are not reported by the professor, 50% midpoint date is used. If it is found that the student stopped attending prior to 60% of the term, the R2T4 process is run based on the determined date to calculate the unearned portion of aid. If it is determined that attendance exceeded 60% of the term, 100% of the Title IV aid has been earned and no funds will be returned.

B. Calculation of Return Amount. Institutions must provide for a “fair and equitable” refund of the largest amount calculated under either the state or institutional refund

policy, or the requirements that are applicable by using the Federal Return of Title IV (R2T4) Funds Policy for students who receive Title IV financial aid, whichever is most beneficial to the student.

Return of Title IV Funds are calculated using the federally-defined payment period. For standard credit hour programs, the payment period is the academic term. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the term divided by the total number of calendar days in the term. Scheduled breaks of more than four consecutive days are excluded. A student may be required to return a portion of their federal aid that was not earned.

C. Return to Title IV Process.

1. University Return of Funds. Once the University has calculated the return amount, the University will return all unearned aid within 45 days of the student's last date of attendance.

2. Student Return of Funds. The student is required to return the difference between the amount of unearned aid and the amount returned by Antioch University. The student will be billed for the amount the student owes the University resulting from the return of Title IV funds used to cover University charges. If the student (or parent in the case of a Parent PLUS loan) is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the loan's terms. Students must return only half the amount of grant funds calculated.

The Financial Aid Office will notify the student of the return calculation and their obligation for returning any additional unearned Title IV aid through their personal and Antioch email addresses on file. The student is also notified of their change in status and the requirement to complete the Exit Counseling process with links via www.studentloans.gov.

D. Post-withdrawal Loan Disbursements. Antioch University will offer the student any eligible post-withdrawal loan disbursement within 30 days of the student's last date of attendance and disburse any loan funds the student accepts within 180 days of the student's last date of attendance. Antioch University will disburse any eligible Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the student's last date of attendance.

E. Effect on Other Aid. Outside aid will be reduced by the unearned percentage, but not to create a balance owing on the student's account. Institutional aid will be reduced by the unearned percentage multiplied by the aid program's percentage of aid as compared to total aid, but not to create a debt balance. If less aid is disbursed than was earned, the student may receive a late disbursement for the difference.

F. Order of Priority of Returned Funds. Funds are returned to the following Title IV sources in order of priority:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Grad PLUS Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Teacher Education Assistance for College and Higher Education Grants
8. Other Title IV assistance
9. State Grants
10. Institutional Aid
11. Private Aid
12. Vocational Rehabilitation
13. Money paid on Student Account
14. Other.

G. Enrollment Reporting. The change in enrollment status is completed in the Colleague system by the Registrar and included in the next report to the National Student Clearinghouse.