

Return of Title IV (Federal Financial Aid) Policy

Introduction

The law specifies how SAGU must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at SAGU that are covered by this law are: Federal Pell Grants, Direct Subsidized and Unsubsidized Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or SAGU or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by SAGU and/or you.

A Return of Title IV (R2T4) funds calculation is performed when a student who is awarded federal funds withdraws from a semester of study. The Financial Aid Office uses software provided by the U.S. Department of Education to complete this calculation. The student's account statement and financial aid record is used in conjunction with this software.

Estimate of Aid Earned or Aid That May Need to be Returned

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for that semester. This means that if a student receiving federal Title IV aid withdraws after completing 60% of the semester, no Title IV funds will be returned. The student is considered to have earned 100% of the Title IV aid for the semester.

Here's an example of how you can estimate the percentage of Title IV aid that you have earned in a semester (enrollment period).

$$\frac{\text{Enrolled Days}}{\text{Days in the Enrollment Period}} = \% \text{ of Title IV Earned By Student}$$

You can also compute a rough estimate of the amount that you may be required to repay prior to withdrawing by using the [U.S. Department of Education's Treatment of Title IV Funds When A Student Withdraws](#) form.

Unofficial Withdrawals and Earning All Non-Passing Grades

If you fail to earn a passing grade in at least one of your courses (i.e., all F's, NC's, all I's or a combination of non passing grades) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay. The only exception is when SAGU can document (within 30 days of the end of the semester) that you should not have been considered unofficially withdrawn. For example, that you were academically engaged after the 60-percent point of the semester or that you did not meet the requirements for administrative withdrawal in an online course.

Once semester grades post, and if you fail to earn a passing grade in at least one of your courses, SAGU will perform the federal withdrawal (Return of Title IV) calculation.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, SAGU must get your permission before we can disburse them. We will contact you via LionMail (SAGU email) to offer you a post-withdrawal loan disbursement. Therefore, it is important that you continue to check your LionMail even after withdrawing from a semester. You may choose to decline some or all of the loan funds so that you don't incur additional debt. SAGU may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). SAGU needs your permission to use the post-withdrawal grant disbursement for all other school charges, and this permission is received each semester by each student when you approve your bill and agree to the terms and conditions of registration in your mySAGU student portal.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, a student that was awarded federal loans but has not accepted the loans in the mySAGU student portal or completed the required MPN or loan entrance counseling cannot receive a post-withdrawal disbursement of loan funds.

Returning Title IV Funds

If you receive (or SAGU or your parent receives on your behalf) excess Title IV program funds that must be returned, SAGU must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

SAGU must return this amount even if we didn't keep this amount of your Title IV program funds. If SAGU is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Overpayments

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with SAGU or the Department of Education to return any unearned grant funds.

Non-Attendance

If you are a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants. If on the final roll sheet distributed to instructors to confirm attendance, your instructor indicates that you are not attending a course, you are assumed not to have begun attendance for that course. Your grant will then be adjusted or cancelled based on the courses you have actually begun attending.

If you fail to begin attendance in all of the courses for which you are registered, you will have failed to establish eligibility for financial aid. In this situation, you will be required to repay all of the financial aid that you have received.

Last Date of Attendance Determination for Programs That Take Attendance

For programs that take attendance (undergraduate on campus courses), the Financial Aid Office uses the student's last date of attendance in calculating whether or not Title IV funds have to be returned to Federal Student Aid. These attendance records are received through Blackboard or instructor records. Additionally, other academic records in Blackboard may be used to help determine the last date of attendance such as when a student submitted an assignment or completed an assessment in Blackboard.

Last Date of Attendance Determination for Programs That Do Not Take Attendance

For programs that do not take attendance (distance education and graduate on campus courses), the Financial Aid Office uses the withdrawal date in calculating whether or not Title IV funds

have to be returned to Federal Student Aid. When a student in a program that does not take attendance is administratively withdrawn or when a student unofficially withdraws, the Financial Aid Office will use the midpoint of the semester in calculating whether or not funds have to be returned to Federal Student Aid, unless SAGU can show documentation of the student's last academically related activity.

Federal vs. Institutional Refund Policy

The requirements for federal Title IV program funds when you withdraw are separate from any refund policy that SAGU has regarding institutional grants and scholarships or other non-federal financial aid. Therefore, **federal funds may not cover all unpaid institutional charges due to a student's withdrawal, and you may still owe funds to SAGU to cover any unpaid institutional charges.** SAGU may also charge you for any Title IV program funds that we were required to return. When you approved your bill for the semester, you were emailed a copy of SAGU's refund policy to your LionMail account. If you do not have access to this or are not familiar with SAGU's refund policy, you should contact the Accounts Receivable Office at accountsreceivable@sagu.edu or (972)825-4645 to ask for a copy.

Withdrawal Requirements and Procedures

You may contact the Registrar's Office at registrar@sagu.edu or (972)825-4640 so that they can provide you with the requirements and procedures for officially withdrawing from school.

When considering withdrawing from the university, students are encouraged to contact the Financial Aid Office first to see how the withdrawal could affect their aid. The Financial Aid Office will assist the student in making an informed decision. Students can contact Financial Aid at financialaid@sagu.edu or by calling (972)825-4730.

Requirements and Deadlines for R2T4 Calculations and Return of Title IV Aid

The following list outlines the requirements and deadlines for the return of Title IV funds.

- Determining withdrawal date: 30 days after the end of earlier of the following... (1) Semester (payment or enrollment period), (2) Academic year in which the student withdraw, or (3) Educational program from which student withdrew.
- Return of unearned Title IV funds: No later than 45 days after the date SAGU determined the student withdrew.
- Post-withdrawal disbursement to student's account: No later than 180 days after the date SAGU determined the student withdrew
- Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds to the student's account: Within 30 days of SAGU's determination that the student withdrew

- Written notification of student's eligibility for a post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges: Within 30 days of SAGU's determination that the student withdrew
- Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current (educationally related) charges: From the date SAGU determined the student withdrew...(1) No later than 180 days for loans and (2) No later than 45 days for grants
- Notification to student of grant overpayment: Within 30 days of the date SAGU determined that the student withdrew.
- Referral of student to Debt Resolution Services: As soon as possible.
- Student (or parent) deadline to submit response instructing SAGU to make a post-withdrawal disbursement: Deadline is given in writing when SAGU makes the offer of a post-withdrawal disbursement.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to student: As soon as possible.
- Student's deadline to return any unearned Title IV funds: (1) For loans, according to the terms of the loan and (2) for grants, within 45 days of the date SAGU sent or was required to send notice (whichever is earlier).

Additional Questions

If you have questions about your Title IV program funds, you can contact the Financial Aid Office at financialaid@sagu.edu or (972)825-4730. You may also call the Federal Student Aid Information Center at (800)4-FEDAID [(800)433-3243]. TTY users may call (800)730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.