

## **RETURN TO TITLE IV**

Students who receive the Pell grant and who withdraws from school before completing the program, whether officially or unofficially, will have a calculation completed called ***Return to Title IV***. This calculation will show how much Pell grant funds that may or may not need to be returned to Federal Student Aid.

The Financial Aid Coordinator works with Financial Aid Services, Inc. (FAS) on the Return to Title IV calculation. The financial aid policy and procedure manual explains this process in detail. Any funds that need to be returned to Federal Student Aid must be done within 45 days of the date the school determines when the student withdrew. Once a student is withdrawn, they will receive an official refund notice from the school which also includes his/her Return to Title IV amount. Based on the funds that must be returned by the school, this may result in a balance for the student that the Pell grant initially covered.

A student who completed at least 60% of the scheduled hours within the payment period is considered to have earned the financial aid for that payment period. However, the Return to Title IV calculation must still be completed. Students who take a Leave of Absence (LOA) and do not return from the LOA per the LOA policy will be considered withdrawn and the Return to Title IV calculation will be processed.

The official withdrawal date is the date the student officially notifies the school that he or she will no longer be attending. If the student does not formally withdraw from the school (an unofficial withdraw), then the official withdrawal date is the student's last physical date of attendance.