

## Return of Title IV Funds

This policy applies to any student who is a recipient of Federal Title IV financial aid and completely withdraws from the University (or ceases attendance in all classes) after beginning attendance for the semester. Per federal regulation (34 CFR 668.22), the University is required to determine the amount of Federal Title IV funds the student has earned based on the student's withdrawal date and return any unearned Title IV funds to the federal aid programs. Title IV aid subject to the return of funds calculation includes: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Federal Perkins Loan, Direct Subsidized and Unsubsidized Loans, and Direct PLUS loans.

### Calculating Earned Financial Aid

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The calculation uses calendar days, not business days, so weekends are also included. Earned financial aid is calculated by taking the number of days attended divided by the total number of days in the term (first day of classes through the last days of finals). Breaks of five days or more are not included, therefore Thanksgiving break and spring break will not count in the total number of days during fall and spring semesters respectively. Students withdrawing after 60% of the term has passed will have no unearned financial aid, which means that no funds will be returned to the federal aid programs.

### Unofficial Withdrawal

If it is later determined that the student stopped attending classes and unofficially withdrew before the 60% point of the term, the Office of Financial Aid will calculate the amount of financial aid earned by the student using the last date of any academic-related activity. The Office of Financial Aid also reviews grades at the end of each semester. Any student failing all courses will be further evaluated to determine if the student completed courses or if the student unofficially withdrew. The Office of Financial Aid may contact the Registrar's Office, student's college deans office and/or professors to confirm the student's last day of academic activity. If this cannot be established, the Office of Financial Aid will calculate earned financial aid based on attendance through 50% of the term.

### Calculating the Return of Title IV Amount

Once the earned and unearned financial aid percentages are determined, the Office of Financial Aid calculates the dollar amount of unearned aid that must be returned to the federal aid programs. The return of aid amount is calculated by multiplying the unearned aid percentage by the total of all Title IV aid received.

### Example

An undergraduate student withdraws from classes 45 days after fall semester begins. Fall semester is 108 days total in length. The earned aid percentage is 41.7% ( $45 \div 108$ ) so the unearned aid percentage is 58.3% ( $100\% - 41.7\%$ ). The student received a total of \$2,722 in Title IV aid.

Total unearned aid that must be returned =  $58.3\% \times \$2,722 = \$1586.93$

The Office of Financial Aid uses standard rounding before determining the amount to return so \$1587 of the student's Title IV aid would be returned to the federal aid programs in the order listed below.

### Order of Return of Title IV Funds

Title IV funds will be returned to the federal aid programs in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Perkins Loans
4. Direct Graduate PLUS Loans
5. Direct Parent PLUS Loans
6. Federal Pell Grants
7. Federal Supplemental Educational Opportunity Grant (FSEOG)
8. TEACH Grants
9. Iraq and Afghanistan Service Grant

### Post-Withdrawal or Late Disbursements

If the amount of Title IV funds earned by the student is more than the amount disbursed at the time the student withdrew, the student may be eligible for a post-withdrawal disbursement. The student must meet several conditions in order to qualify for the post-withdrawal disbursement. The Office of Financial Aid will notify the student of this eligibility. If the student or parents is eligible for a post-withdrawal disbursement from Title IV loans funds, the Office of Financial Aid will notify the student or parent and require a response in writing, before making the disbursement. The student or parent will have 30 days to send the written response. If no response is received within this timeframe, the loan will be canceled.

## Treatment of Other Financial Aid

All state of Ohio financial aid will be returned using the same formula described above for Title IV financial aid. If a student withdraws and has received an external scholarship from an outside organization, the Office of Financial Aid will consult with that organization regarding how/if the funding should be returned.

All Ohio Northern scholarships, grants and awards will be returned for the 2019-20 academic year using the schedule listed below.

<b>Fall 2019 Withdraw Date</b>	<b>Spring 2020 Withdraw Date</b>	<b>Percent of Tuition Refunded and Financial Aid Returned</b>
On or before 8/26/19	On or before 1/13/20	100%
8/27/19 – 8/30/19	1/14/20 – 1/17/20	95%
8/31/19 – 9/5/19	1/18/20 – 1/23/20	90%
9/6/19 – 9/16/19	1/24/20 – 2/3/20	80%
9/17/19 – 9/27/19	2/4/20 – 2/14/20	70%
9/28/19 – 10/8/19	2/15/20 – 2/25/20	60%
10/9/19 – 10/18/19	2/26/20 – 3/15/20	50%
10/19/19 – 10/28/19	3/16/20 – 3/25/20	40%
After 10/28/19	After 3/26/20	No refund

## Calculation of University Charges

### Tuition

Students withdrawing on or before the first day of classes each semester are granted a 100% refund of tuition. Tuition charges are prorated from that point forward (using the chart above). During the first week of classes, tuition will be prorated 5%. After the first week of the semester has passed, tuition refunds are calculated through the Controller's Office using 10% increments through the 60% point of each semester. There is no proration of charges after the 60% point of each semester.

### Fees

Students will be responsible for the full amount of General Student Fee and College of Engineering Program Fee charges. There is no refund given for these fees. Course fee charges are refunded at 100% through the last day to add a class or section for each term. There is no proration of course fee charges given after this day. Please review the college calendar for your program to determine when the last day to add a class or section occurs for each term.

### Room and Meal Plan

The student's room and meal plan charges will be prorated based on the day the student moves out of the room and ceases use of the meal plan. This calculation is made by the Office of Residence Life.