



XAVIER UNIVERSITY OF LOUISIANA
Office of Fiscal Services – Bursar Department
1 Drexel Drive
New Orleans, Louisiana 70125
Telephone: (504) 520-7667
Fax: (504) 520-7987

Title IV Withdrawal Refund Calculation Policy

I. Overview

The Higher Education Amendments of 1998, as well as the program integrity regulations in 2010, established provisions which may require a certain percentage of Federal Financial Aid (Title IV Funds) to be returned to the Department of Education when a student completely withdraws from all classes. Financial aid will not be disbursed for any student that has not begun attendance or withdraws before classes begin.

A Return of Title IV Funds calculation must then be processed (within 30 days of the date of determination that a student withdrew) on all students who received Title IV federal financial aid and completely withdraw officially or unofficially during the official enrollment period (the start of classes to the end of final exams). As such, when a student is considered to have withdrawn, Xavier University (the University) is required to determine the amount of earned and unearned Title IV aid.

This occurs because, federal financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If the student withdraws, the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

The return of Title IV Funds policy requires the University to calculate the amount of federal financial aid a student “earned.” Earned aid is based on the number of days the student was in academic attendance. If the calculation determines that the student received more aid than the amount earned, then the University, the student, or both must return the unearned funds in a specific order. The University must return all unearned funds within 45 days of the date of determination that a student withdrew.

If the calculation determines that the student received less aid than the amount earned, then the student is eligible for a post-withdrawal disbursement, if the student is otherwise eligible for the aid.

The amount of assistance a student has earned is determined on a pro rata basis. For example, if a student completes 30 percent of the payment period, then the student earns 30 percent of the assistance they were originally scheduled to receive. If the student completes more than 60 percent of the scheduled days in the semester, then 100 percent of the aid is earned. The University’s Bursar’s Office still completes the calculation to determine if a post-withdrawal disbursement is required.

This policy applies if the student fails to complete 100 percent of his or her classes for any reason, to include honorable withdrawals, administrative withdrawals or the death of the student. In the case of a student’s death, the student’s estate is not required to return any federal funds. This policy does not apply to students who have decreased their course loads from full-time to part-time.

II. Title IV Funds that are Subject to the Return of Funds Calculation

Title IV funds are subject to the Return of Fund Calculation in the order of their required return as follows:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Graduate PLUS
- Federal Parent PLUS Loan
- Federal PELL Grant
- Federal Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Teach Grant

III. Student Class Withdrawal

There are two types of student class withdrawal that are subject to the Return to Title IV (R2T4) federal calculation regulation as follows.

- Official Withdrawals** - A student withdraws from all courses by contacting either the Dean, the Financial Aid Office, Bursar, or the Registrar's Office to initiate an official withdrawal.
- Unofficial Withdrawal** - If a student began attendance and has not officially withdrawn and fails to earn a passing grade in at least one course offered over an entire period, the University must assume, for Title IV purposes, that the student has unofficially withdrawn. The University grading policy requires faculty to differentiate between two different types of failing grades. Either an F (earned failing grade awarded to students who complete the course but fail to achieve the course objectives); or an FE grade (awarded to students who did not officially withdraw from the course, but who failed due to excessive absences). Therefore, a student cannot avoid the federally required return of Title IV Financial Aid by not attending classes but remaining enrolled and taking failing marks.

IV. Student Notification of Calculation Results

Upon completion of the Return of Title IV Funds calculation, students will receive notification indicating the amount of aid that will be returned. Students will be able to view any resulting account balance on Banner Web after the return of funds has been processed. The student is responsible for any balance resulting from a Return of Title IV calculation.

V. Student Return of Funds

Students who are required to return a portion of their unearned federal grants will receive a notification from the University indicating the amount required to be returned, The University will return the required funds on the student's behalf to the appropriate federal program(s) by charging the student's account. The student will have 45 days from the date of the notification to reimburse the University for their portion of the return. During the 45-day period the student remains Title IV eligible.

- A. Students should make their checks payable to Xavier University of LA and forward to the Student Accounts Office, if they are paying within the 45-day period.
- B. Upon 45 days, the Bursar's Office contacts the Financial Aid Office if payment has been made.
- C. If payments have not been made, then the student's grant overpayment must be reported to (NSLDS). This action will "C" flag the student's ISIR which will render the student ineligible for further Title IV aid.
- D. In addition to NSLDS reporting, the Financial Aid Office will refer the student to the Department of Education's Debt Collections Service. Referral will be in the format provided in the Federal Student Aid Handbook.

VI. Post-Withdrawal Disbursement

If the Return to Title IV calculation determines that the student received less federal aid than the amount earned, then the University will make a disbursement of the earned aid, as long as the student would have been eligible otherwise.

- A. If the earned aid is in the form of a Direct and/or PLUS loan, (or grant in some cases) then the University must make the offer in writing to the student or parent within 30 days after the date it was determined that the student withdrew.
- B. The written notification must include the type and amount of Title IV funds that comprise the post-withdrawal disbursement and an explanation is provided that all or a portion of the post-Withdrawal disbursement may be declined.
- C. The notification must state that the student has 14 days from the date of the letter to respond or the disbursement will not be processed.
- D. If the student or parent responds, the University will disburse the accepted funds within 180 days of the date it was determined that the student withdrew.
- E. The University may utilize post-withdrawal disbursements to pay outstanding institutional charges.
- F. No post-withdrawal disbursement of Title IV funds may be made to the account or estate of a student who has died.

VII. Example of R2T4 Calculation

- A. The Bursar's Office determines the percentage of Title IV aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment (excluding breaks of 5 days or more and days the student was on an approved leave of absence)
- o Example:
 - $(47 \text{ completed days}) \div (108 \text{ total days}) = 43.5 \text{ percent Title Aid Earned}$
- B. The Bursar's Office determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV, HEA aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.
- o Example:
 - $43.5 \text{ percent} \times (\$1,048.00 \text{ disbursed} + \$3,711.00 \text{ that could have disbursed}) = \$2,070.70 \text{ Aid Earned}$
- C. If this percentage is greater than 60 percent, the student earns 100 percent of the disbursed Title IV, HEA funds or aid that could have been disbursed.
- D. If this percentage is less than 60 percent, then the percentage earned is equal to the calculated dollar amount earned.
- E. The Aid to be returned is equal to the unearned percentage (100 percent minus the Percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the University would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV fund returns must be completed no later than 45 calendar days after the date the Bursar's Office determines that the student withdrew.
- F. Funds are returned to the appropriate federal program based on the percentage of aid earned and the order of return dictated by the U.S. Department of Education.
- G. When Title IV, HEA funds are returned, the student may owe a balance to the University.

VII. Students Who Withdraw Without Title IV Aid

For students who have not received any federal student financial aid, the following Xavier University Institutional policy applies:

Refund of tuition and fees:

Student Withdraws:	
Before classes begin	100%
Within week 1	75%
Within week 2	50%
Within week 3	50%
Within week 4	50%
After week 4	0%

Room and Board Charges:

No refund is given for dormitory room charges. Board charges are refunded on a prorata daily basis of 17 weeks per semester.