

 <b>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 03/92	Revision Date: 11/92 06/07 03/11 09/17 12/18	Page: 1 of 1
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## GENERAL STATEMENT OF POLICY

Students can withdraw from the University or drop specific classes using the web registration system until the published “Last Day to Drop a Class.” After that date, students must contact the Office of the Registrar. The effective date of the withdrawal/dropped class(es) is(are) based on the date in which the class(es) is(are) removed from the student’s registration by their actions via the web registration system or the date the withdrawal/cancellation is received by the Office of the Registrar.

The following fee adjustment periods for tuition, general and course-related fees will apply based on the effective date of the withdrawal/drop, as counted in business days. Days shown are minimum fee adjustment periods and may be extended based on academic calendar requirements, holidays, or other non-standard academic periods, as approved by the Director of Student Financial Services. (Course-related fees are any fees that are directly tied to course enrollment. Examples include program fees, course fees, and web fees):

<b>Sixteen/Twelve-Week Sessions</b>	<b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
5 days after the 100% period	70%
5 days after the 70% period	60%
5 days after the 60% period	50%
All days after the 50% period	0%
 <b>Six/Eight-Week Sessions</b>	 <b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
2 days after the 100% period	70%
2 days after the 70% period	50%
All days after the 50% period	0%
 <b>Four-Week Sessions</b>	 <b>Percentage of Fees Adjusted</b>
Through the published last day to add a class	100%
2 days after the 100% period	50%
All days after the 50% period	0%

Students who add and drop different types of classes in the same refund period will be charged for the added class and credited the appropriate percentage for the dropped class. Sixteen-week, twelve-week, eight-week, six-week, and four-week classes are different types of classes.

See Operating Procedures of this policy for details related to Federal Title IV credits and Returns to Title IV (RT2T4).

The Director of Student Financial Services shall be responsible for issuing and maintaining operating procedures to implement this policy.

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## OPERATING PROCEDURES

1. For non-Federal Title IV credits, a “Request for Refund of Credit Balance” form, available at the Student Financial Services Office, must be completed by the student fully withdrawing to initiate the processing of a refund. All balances due to the University will be deducted from the amount to be refunded. If dropping a class online, click “finish” to complete the transaction and review your schedule to make certain the class is dropped.
2. Southeast Missouri State University complies with Federal regulations regarding refunds on student accounts having Federal Title IV program funds applied to the account. Federal regulations mandate the amount and order of Federal Title IV funds that must be returned to the student’s lender (in the case of a student loan) or to the Pell Grant when a student withdraws from the University. In some cases, the mandated return of Federal Title IV funds to the student’s lender or Pell Grant will leave an unpaid balance on the student’s account, for which the student is responsible. See attached R2T4 procedures.
3. Fee adjustment appeals for exceptional circumstances must be directed, in writing, to the Student Financial Services Office. The letter should accompany the “Appeal Form for Tuition, General, Course and Program Fees of Dropped Classes” (available in Student Financial Services). This appeal must be initiated prior to the beginning of the next academic term. For example, a fall appeal must be filed by the beginning of the spring semester.

## Return of Title IV Funds (R2T4) Procedures

### How a withdrawal affects financial aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws, or stops attending, for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled and attended classes. A pro-rated calculation is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. After 60% of the semester has been completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds, providing that the student commenced attendance.

### **Federal law requires schools to calculate how much federal financial aid a student has earned if that student:**

- completely withdraws, or
- stops attending before completing the semester, or
- does not complete all modules (courses which do not span the entire semester for which the student has registered – examples: spring Wintersession, fall/spring 1<sup>st</sup> 8 week and 2<sup>nd</sup> 8 week, all summer sessions other than 12 week courses).

Pursuant to federal regulations, students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The following policies will help you to understand that a withdrawal potentially affects students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

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## How to Officially Withdraw at Southeast Missouri State University:

<http://www.semo.edu/registrar/withdrawal-process.html>

To withdraw from Southeast and all Southeast courses:

### *Students prior to the start of their first semester:*

- Email the Office of Admissions at [admissions@semo.edu](mailto:admissions@semo.edu) (using your Southeast email) with the following information:
  - Name
  - Southeast ID Number
  - Message saying you will not be attending Southeast
  - This allows us to assist you with cancelling the following items:
    - a. Housing Contract (if applicable)
    - b. Dropping registered courses (if applicable)
    - c. Cancelling financial aid awards or scholarship offers (if applicable)
    - d. Cancelling an orientation reservation (if applicable)
    - e. Cancelling a CampRedhawk reservation (if applicable)

### *All other students:*

- Check the Academic Calendar ([http://www.semo.edu/registrar/academic\\_calendar.html](http://www.semo.edu/registrar/academic_calendar.html)) for last day to drop a class.
  - Speak to your instructors and academic advisor to discuss your options.
  - Check the Fee Adjustment Schedule ([www.semo.edu/sfs/calendar](http://www.semo.edu/sfs/calendar)) and contact Student Financial Services with any questions about how withdrawing may impact your bill, scholarships, or financial aid.
    - Dropping courses may result in financial aid being returned to the university, federal, or state sources.
    - Dropping courses may also result in being placed on financial aid warning, financial aid suspension, and/or losing the ability to renew scholarships.
  - Contact the Registrar's Office to complete a Withdrawal Form or complete the course withdrawals through the portal:
    - Registration changes in the portal must occur between 7am-9pm.
    - If withdrawing through the portal, please review your schedule afterwards to make sure you have withdrawn from all registered coursework.
    - Withdrawn courses may appear as a W on your transcript. If you are withdrawing after the semester has begun, a withdrawal comment will appear on your transcript.
    - If you have preregistered for an upcoming semester and do not plan to attend, please make sure to withdraw from these courses as well.
    - For questions, contact the Registrar's Office.
  - Speak with the following offices:
    - If you are living in a residence hall or have a meal plan, complete a Petition for Termination of Housing Contract form (<http://www.semo.edu/residencelife/forms/contract-cancel.html>) or at the Office of Residence Life.
      - a. If you withdrew through the Registrar's Office, please bring a copy of the Withdrawal Form you received to expedite the process.
      - b. Schedule an appointment with your Resident Assistant to check out of your room. Failure to do so will result in a charge to your student account.
    - Return your textbooks to Textbook Rental. Failure to do so by the semester deadline will result in charges to your student account.
    - If you have a parking permit, return your parking sticker to the Department of Public Safety (DPS) for a possible partial credit of the cost.
    - If you are an international student on a F/J student visa, please meet with a Designated School Official at the Office of International Education and Services about your legal status.

### **Important:**

- *Academic policies on leaving Southeast Missouri State University are available at <http://www.semo.edu/registrar/withdrawal-process.html>*
- *The Southeast Missouri State University's tuition/fee adjustment policy is separate from the federal regulations to repay unearned aid. Whether or not a student receives a tuition/fee adjustment has no bearing on the amount he/she must repay to*

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*the federal aid programs. Contact Student Financial Services for further inquiries regarding tuition/fee adjustments or visit [www.semo.edu/sfs](http://www.semo.edu/sfs).*

- *Students should review the Registrar's Office Withdrawal Process.*

## How the earned financial aid is calculated

Students who receive federal financial aid must “earn” the aid they receive by staying enrolled in classes and attending them. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s withdrawal. The school must return the funds within 45 days of the date of determination. The R2T4 calculation process and return of funds is completed by Student Financial Services.

For example, if a student completes 30 percent of the payment period, they earn 30 percent of the aid they were originally scheduled to receive. This means that 70 percent of the scheduled awards remain “unearned” and must be returned to the federal government. After 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds, providing that the student commenced attendance.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The **percent earned** is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The **payment period** for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered.
- The **percent unearned** is equal to 100 percent minus the percent earned.

***For students enrolled in modules:*** A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Southeast will track enrollment in each module (a group of courses in a program that do not span the entire length of the payment period combined to form a term, for example, summer sessions) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

Students who provide written confirmation to Student Financial Services at the time of ceasing attendance that they plan to attend another course later in the same payment period are not considered to have withdrawn from the term. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, Southeast considers the student to have withdrawn and begins the R2T4 process immediately. However, if the student does return to Southeast in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn after all and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance. Student Financial Services will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

## Steps in the return of Title IV funds policy

### ***Step 1: Student's Title IV information***

Student Financial Services will determine:

- The total amount of Title IV aid disbursed for the semester in which the student withdrew. *A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.*
- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

### ***Step 2: Percentage of Title IV aid earned***

Student Financial Services will calculate the percentage of Title IV aid earned as follows:

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The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. *The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days (example: fall/spring break).*

*Days Attended ÷ Days in Enrollment Period = Percentage Completed*

*If the calculated percentage completed exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.*

### **Step 3: Amount of Title IV aid earned by the student**

Student Financial Services will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-A).

*Total Aid Disbursed x Percentage Completed = Earned Aid*

### **Step 4: Amount of Title IV aid to be disbursed or returned**

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

*Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned*

- If the aid already disbursed is less than the earned aid, then Student Financial Services will calculate a post-withdrawal disbursement.
- If the student is eligible for a Pell Grant post-withdrawal disbursement that is less than the current semester’s institutional charges due, the grant funding will be paid out to the student’s account, and the student will be notified in writing of this action.
- If the post-withdrawal disbursement is greater than the amount due for institutional charges, or if the post-withdrawal disbursement includes loan funds, the student will be notified in writing and will be given the opportunity to accept the disbursement. The written notification must be made within 30 days to confirm in writing that the student wants the post-withdrawal disbursement. If no confirmation is received from the student, the loan or grant will be cancelled.

## **Types of withdrawals**

For financial aid purposes there are two types of withdrawals: Official and Unofficial.

### **Official**

- Official withdrawal by the student. This includes when a student withdraws from modules (courses which are not scheduled for the entire semester for which a student has registered.)
- See previous section on How to Officially Withdraw.

### **Unofficial**

- Federal financial aid regulations consider a student to be an unofficial withdrawal if the student receives all X grades or a combination of all X and withdrawal (W) grades for the term.

## **Determination of the withdrawal date**

The withdrawal date used in the return calculation of a student’s federal financial aid is the actual date indicated on the official drop form or when the drop was completed online. If a student stops attending classes without notifying Southeast (unofficial withdrawal), the withdrawal date will be the midpoint of the semester.

## **Class attendance**

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a University-sanctioned activity, the instructor will provide an opportunity for assignment makeup. However, it is the instructor’s discretion to provide, or not provide, makeup work related to absences for any other reason.

A student who has not commenced attendance by completing an academic related activity for any course will be dropped from that course through the Attendance Verification process. Attendance Verification will occur near the conclusion of the second week for 16-

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week courses, or a similar point for modules. Students dropped through this process will have financial aid and cost of attendance budgets adjusted to reflect actual commenced enrollment and will be subject to the return of aid, if appropriate.

### Definition of an academic related activity

Examples of Southeast academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

#### ***Proof of participation/attendance:***

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an assignment, paper, quiz or exam
- Participating in an online discussion/forum
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- Course required study group where attendance is taken

#### ***Documentation not acceptable as proof of participation/attendance:***

- Logging into an online class without active participation
- Verification of Enrollment form issued by the Registrar's Office
- Participating in the school's meal plan and/or living on campus
- Participating in academic counseling or advising

### Withdrawing prior to completing more than 60 percent of a term

Unless a student completes at least 60.1 percent of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially or unofficially withdrawn.

### When a student fails to begin attendance

If a student receives financial aid, but never attends classes as identified through Attendance Verification, the Student Financial Services must return all disbursed funds to the respective federal and other aid programs.

### When a student fails to earn a grade in any class

If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for financial aid. Financial aid is awarded under the assumption that the student will attend Southeast for the entire term for which federal assistance was disbursed. Eligibility is based on attendance in class or an academic-related activity. Students who commenced attendance and stopped attendance during the academic period will be assigned an X grade. If a student receives all X grades for a term or module, they will be considered an unofficial withdrawal and processed through R2T4 using the midpoint (50%) of the term or module. The student's account will be adjusted for the returned aid and the student will be responsible for any balance due.

### Repayment calculation of unearned aid as a result of a withdrawal

As a result of a withdrawal, Student Financial Services will return any required unearned aid back to the federal and other aid programs. Students who received federal funds will be required to repay "unearned" aid. The repayment calculation is performed utilizing the University's ERP System (Banner), which follows the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program"

### Student notification of repayment

A notification letter outlining the amount returned to the federal program(s) will be mailed to the student's permanent address (as well as the parent in the case of a Parent PLUS Loan return). Southeast will return funds on the student's behalf to the appropriate federal and other aid program(s) and subsequently will adjust the student's account. A statement reflecting these adjustments will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

### Repayment to federal and institutional aid programs

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation if the student did not attend greater than 60% of the term:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Federal Perkins Loans

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- Federal PLUS Loans
- Direct PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Other Title IV programs

## Overpayment of federal grant funds

Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation (see steps 9 and 10 of the federal government's repayment worksheet). Any grant amount subject to repayment will be billed to the student's account as an overpayment.

## Additional loan information to consider when withdrawing

The federal repayment calculation also has additional loan amounts that the student and parent may be responsible to return directly to the U.S. Department of Education (see step 8 of the federal government's repayment worksheet).

*Important: Anytime a student is enrolled less than part-time the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education (ED) or his/ her lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if he/she has questions regarding their grace period or repayment status.*

## School and student responsibility for return of unearned federal funds

The student and the school are both responsible for returning unearned federal financial aid to the federal government. The student will be billed for any amount due as a result of the return of federal aid funds (R2T4) calculation.

## Repayment of unearned funds

Student Financial Services will notify students if they owe federal funds back to the U.S. Department of Education (ED). Amounts that must be returned by the student will first be applied to federal loans. The student/parent will be permitted to repay loans based on the terms of the Master Promissory Note (MPN) which usually consists of scheduled payments to the holder of the loan over a period of time. Any grant overpayment the student has to return to the federal government must be repaid within 45 days after the student receives notification from Student Financial Services.

## Consequences of non-repayment

If a student does not pay funds due to Southeast to cover their account balance, the student's records will be placed on financial hold. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

## School and Student responsibilities in regard to the R2T4 policy & process

### Southeast Missouri State University's responsibilities in regard to the Return of Title IV funds

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to Southeast as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable.

### Student's responsibilities in regard to the Return of Title IV funds

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing or not attending affects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to Southeast resulting from a required return of unearned Title IV aid

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### How a withdrawal affects future financial aid eligibility

Refer to the Student Financial Services [Satisfactory Academic Progress Policy](#) to determine how a withdrawal will impact future financial aid eligibility.

### Example Calculations:

#### EXAMPLE: Calculation for a Refund to Federal Title IV Funds For a Student Withdrawing from Southeast Missouri State University

John Doe is a returning student to Southeast Missouri State University. He attended classes through the third week of the fall semester, but now finds it necessary to withdraw during the fourth week.

Prior to withdrawal from classes, John had enrolled in 13 hours of classes. His account had the following charges prior to withdrawal:

Tuition	2,590.90
General Fees	438.10
Textbook Rental Fee	103.76
Miscellaneous Bookstore Purchases	63.57
Parking Permit	<u>140.00</u>
<b>Total</b>	<b>3,336.33</b>

John had been awarded a \$1,000 Unsubsidized Direct loan, a \$1,750 Subsidized Direct loan and a \$2,907.50 Federal Pell Grant for the semester. At the time of withdrawal, the Unsubsidized Direct loan of \$990 (net), the Subsidized Direct loan of \$1,732 (net) and Pell Grant of \$2,907.50 had been paid on his account.

To determine the amount that the University must return to Federal Title IV funds, the University must complete the following steps:

**1. Determine the Student's Title IV Aid Information:**

Title IV Aid Type	Net Amount Disbursed	Net Amount that Could have been disbursed
Unsubsidized Federal Direct Loan	\$ 990.00	
Subsidized Federal Direct Loan	\$ 1,732.00	
Perkins Loan		
Parent PLUS Loan		
Pell Grant	\$ 2,907.50	
FSEOG		
Other Title IV Programs		
<b>TOTAL Title IV aid disbursed plus aid that could have been disbursed:</b>	<b>\$ 5,629.50</b>	

**2. Determine the Percentage of Title IV Aid Earned:**

As John withdrew during the fourth week of classes, this date is used to calculate the eligible percentage of aid that John is able to retain on his account to be used against his charges. Meanwhile, University officials are determining John's last date of attendance. If this date is earlier than the date of withdrawal, additional funds may be returned.

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John's withdrawal date of September 14 is 24 days into this particular fall semester, which has a total of 117 days. The percentage of the period of enrollment completed is equal to 20.5%.

**3. Determine the Amount of Title IV Aid Earned by the Student:**

The percentage of Title IV aid earned multiplied by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment:

Total aid:	\$ 5,629.50
Percentage earned	<u>X 20.5%</u>
	\$ 1,154.05

**4. Determine the Amount of Title IV Aid to be returned:**

Subtract the amount of Title IV aid earned (Step 3) from the Title IV aid disbursed for the period of enrollment (Step 1).

$$\$ 5,629.50 - \$ 1,154.05 = \$ 4,475.00 \text{ (rounded)}$$

**5. The University Must Determine the Amount of Title IV Aid Due from the School.**

A. Determine the institutional charges for the period of enrollment:

Tuition:	\$2,590.90
General Fees:	\$ 438.10
Textbook Rental Fee:	<u>\$103.76</u>
<b>TOTAL Institutional Charges</b>	<b>\$ 3,132.76</b>

B. Determine the percentage of Title IV aid unearned:

$$100\% - 20.5\% \text{ (Step 2)} = 79.5\%$$

C. Multiply the Institutional charges (Part A) times the percentage of Title IV aid unearned (Part B).

$$\$3,132.76 \times 79.5\% = \$ 2,491.00 \text{ (rounded)}$$

D. Compare the amount of Title IV aid to be returned (Step 4) with Part C above and use the lesser amount. In John's case, the lesser amount is **\$ 2,491.00**.

**6. Determine the distribution of the refund to Federal Title IV programs as established by Federal regulations in the following order:**

- A. Unsubsidized Direct Loan
- B. Subsidized Direct Loan
- C. Federal Perkins Loan
- D. Federal PLUS Loan
- E. Direct PLUS Loan
- F. Federal Pell Grant
- G. Federal SEOG
- H. Federal Teach Grant
- I. Other Title IV programs

John had only three Federal Title IV sources of financial aid for the semester – Unsubsidized Direct loan, Subsidized Direct loan and Federal Pell Grant. Federal regulations require that the \$2,491 must be returned to the Direct Loan Program (Dept of Education) to be applied as a repayment to the Unsubsidized Direct Loan (\$990) and the Subsidized Direct Loan (\$1,501).

**7. The Adjusted Account Information is Sent to the Student:**

After all adjustments have been made to the student's account, a current billing statement is sent to the student. Because John withdrew during the University's 50% refund period for classes dropped, his bill will be adjusted to reflect this.

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Subject: FEE ADJUSTMENTS FOR TUITION, GENERAL, AND COURSE-RELATED FEES				

Prior to withdrawal from the University, John's account reflected a \$0 balance for the semester. John had received a refund of \$2,293.17 because the amount of financial aid he received was greater than the amount of charges. After reducing the tuition and general fees by 50 percent and refunding the required Federal Title IV funds to the Direct Loan Program, John still has an unpaid balance of \$976.50. All refunds (\$2,491) were returned to Federal Title IV funds, repaying the Direct loans.

See John's new account balance as calculated below:

<b>Account balance prior to withdrawal</b>		<b>\$ 0.00</b>
ADJ of Tuition & General Fees (50% Refund Period)		
Tuition (adj from \$2590.90)	-1,295.45	
General Fees (adj from \$438.10)	-219.05	
<b>Total of Adjusted Charges</b>		<b>- \$ 1,514.50</b>
Minus Return of Federal Financial Aid:		
Unsubsidized Direct Loan	990.00	
Subsidized Direct Loan	1,501.00	
Total Aid Returned:		\$ 2,491.00
<b>TOTAL BALANCE DUE:</b>		<b>\$ 976.50</b>

### EXAMPLE: Calculation for a Refund for a Student Withdrawing from Southeast Missouri State University who Received No Federal Title IV Funding

Jane Doe is a first-time student at Southeast Missouri State University. She attends classes through the fourth week of the fall semester and finds it necessary to withdraw at the end of the fourth week.

Prior to withdrawal from classes, Jane had been enrolled in 15 hours of classes. Her account had the following charges at the time of withdrawal:

Tuition	\$ 2,989.50
General Fees	505.50
Course Fees	20.00
Textbook Rental Fees	129.70
Library Charges	21.00
Parking Permit	140.00
Total	\$ 3,805.70

Jane did not receive any financial aid for the semester. She had paid \$ 3,805.70 (all by personal check) on her account prior to the time of her withdrawal.

Since Jane had not received Federal Title IV funds, Southeast Missouri State University uses the institutional refund policy in calculating the refund due her. University policy provides for a 50 percent cancellation of fees for withdrawals during the fourth week of classes for full semester classes during the fall/spring semesters.

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Account charges are automatically adjusted in the following amounts following her withdrawal.

<u>Description</u>	<u>Institutional Charge</u>	<u>Percentage Refunded</u>	<u>Amount Refunded</u>
Tuition	\$ 2,989.50	50%	\$ 1,494.75
General Fees	\$ 505.50	50%	\$ 252.75
Course Fees	\$ 20.00	50%	\$ 10.00
Textbook Rental Fees	\$ 129.70	50%	\$ 64.85
<b>SUBTOTAL</b>			<b>\$ 1,822.35</b>

Jane's account charges had totaled \$3,805.70 prior to her withdrawal. Account charges for the tuition, general fees, course fees, and textbook rental fees were reduced by \$1,822.35 at the time of her withdrawal (due to the fact that she also returned her rented textbooks at the time of her withdrawal). She had paid her account in full (\$3,805.70) prior to her withdrawal. Her refund is calculated as follows:

Amount paid on account		\$ (3,805.70)
Less: Account charges		
Tuition (adjusted)	\$ 1,494.75	
General Fees (adjusted)	\$ 252.75	
Course Fees (adjusted)	\$ 10.00	
Textbook Rental Fee (adjusted)	\$ 64.85	
Library Charges	\$21.00	
Parking Decal	\$140.00	
Total Account Charges		<u>\$ 1,983.35</u>
<b>Net Refund to Student</b>		<b>\$ (1,822.35)</b>

## REFUND FOR TUITION, GENERAL, COURSE AND PROGRAM FEES

The University's Fee Adjustment Schedule for Class Cancellation/University Withdrawal may be found in the University Bulletin or on-line at [www.semo.edu/sfs/refunds](http://www.semo.edu/sfs/refunds). For specific refund dates, visit [www.semo.edu/sfs/calendar](http://www.semo.edu/sfs/calendar).

## CONSUMER INFORMATION

Southeast Missouri State University provides both the Refund Policy and Return of Title IV Funds Policy in the published consumer information at <http://semo.edu/consumerinfo/>

A link with this information is provided on billing statements that are mailed to all enrolled students each semester.

*Note: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy. The Federal Refund Policy (R2T4) is very encompassing and this is intended to be an overview of the policies and procedures that govern regulations pertaining to Title IV Refund (R2T4). For further guidance on R2T4 policies and procedures please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy of the Refund Policy and Return of Title IV Funds Policy in Student Financial Services at Southeast Missouri State University.*



BUSINESS POLICY AND PROCEDURE MANUAL

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Sample R2T4 Calculation Worksheet

Form titled 'Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program' with sections for Student Information, STEP 1: Student's Title IV Aid Information, STEP 2: Percentage of Title IV Aid Earned, and STEP 3: Amount of Title IV Aid Earned by the Student.



BUSINESS POLICY AND PROCEDURE MANUAL

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Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name [ ] Social Security Number [ ]

STEP 4: Aid to be Disbursed or Returned CONTINUED

K. Title IV aid to be returned. From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned. [ ] - [ ] = K.\$ .

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period. Tuition, Room, Board, Other. Total Institutional Charges = L.\$ .

M. Percentage of unearned Title IV aid. 100% - [ ]% = M. %

N. Amount of unearned charges. Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M). [ ] x [ ]% = N.\$ .

O. Amount for school to return. Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount. O.\$ .

STEP 6: Return of Funds by the School. The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs. 1. Unsubsidized FFEL/Direct Stafford Loan, 2. Subsidized FFEL/Direct Stafford Loan, 3. Perkins Loan, 4. FFEL/Direct PLUS (Graduate Student), 5. FFEL/Direct PLUS (Parent), 6. Pell Grant, 7. Academic Competitiveness Grant, 8. National SMART Grant, 9. FSEOG, 10. TEACH Grant, 11. Iraq Afghanistan Service Grant. Total loans the school must return = P.\$ .

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O). [ ] - [ ] = Q. .

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R). These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note. [ ] - [ ] = R.\$ .

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return. From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R). [ ] - [ ] = S.\$ .

T. Amount of Title IV grant protection. Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%. [ ] x 50% = T.\$ .

U. Title IV grant funds for student to return. From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T). [ ] - [ ] = U.\$ .

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6. Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less. Title IV Grant Programs: 1. Pell Grant, 2. Academic Competitiveness Grant, 3. National SMART Grant, 4. FSEOG, 5. TEACH Grant, 6. Iraq Afghanistan Service Grant. Amount To Return [ ]



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Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET						
Student's Name	<input type="text"/>		Social Security Number	<input type="text"/>		
Date of school's determination that student withdrew	<input type="text"/> / <input type="text"/> / <input type="text"/>					
<b>I. Amount of Post-withdrawal Disbursement (PWD)</b>						
Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet			Box 1	<input type="text"/> \$ <input type="text"/> . <input type="text"/>		
<b>II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account</b>						
Total Outstanding Charges Scheduled to be Paid from PWD (Note: Prior-year charges cannot exceed \$200.)			Box 2	<input type="text"/> \$ <input type="text"/> . <input type="text"/>		
<b>III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent</b>						
From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.						
<input type="text"/> \$ <input type="text"/> . <input type="text"/>		-		<input type="text"/> \$ <input type="text"/> . <input type="text"/>		=
Box 1		Box 2		Box 3		<input type="text"/> \$ <input type="text"/> . <input type="text"/>
<b>IV. Allocation of Post-withdrawal Disbursement</b>						
Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
ACG	N/A	N/A		N/A	N/A	
National SMART Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Perkins						
Subsidized FFEL / Direct						
Unsubsidized FFEL / Direct						
FFEL / Direct Grad Plus						
FFEL / Direct Parent Plus						
<b>Totals</b>						
<b>V. Authorizations and Notifications</b>						
Post-withdrawal disbursement loan notification sent to student and/or parent on			<input type="text"/> / <input type="text"/> / <input type="text"/>			
Deadline for student and/or parent to respond			<input type="text"/> / <input type="text"/> / <input type="text"/>			
<input type="checkbox"/> Response received from student and/or parent on			<input type="text"/> / <input type="text"/> / <input type="text"/>		<input type="checkbox"/> Response not received	
<input type="checkbox"/> School does not accept late response						
<b>VI. Date Funds Sent</b>						
Date Direct Disbursement mailed or transferred			Grant	<input type="text"/> / <input type="text"/> / <input type="text"/>		Loan
				<input type="text"/> / <input type="text"/> / <input type="text"/>		