

Ancilla College Return of Title IV Funds (R2T4) Policy

Federal Student Aid (FSA), also known as Title IV funding, is awarded under the assumption that a student will complete course(s) for the entire semester and/or payment period for which the funds were awarded. When a student ceases attendance, officially and/or unofficially, in a course, regardless of the reason, the student may no longer be eligible for the full amount of Title IV funds originally awarded.

When a student ceases attendance and is considered withdrawn:

To determine when a student officially withdraws from Ancilla College, the financial aid office will use the official withdrawal date entered by the Registrar on the student's transcript in our student data system, Empower.

To determine when a student unofficially ceases attendance from Ancilla College, the financial aid office will use the official attendance entered by faculty members in our student data system, Empower. When it is determined that a student has had 14 consecutive days of non-attendance, in all enrolled courses, the financial aid office will deem the student as unofficially withdrawn from Ancilla College based on the last date of attendance (LDA).

Based on Federal Regulations Ancilla College is required to make a Return of Title IV Funds (R2T4) calculation when a recipient (student) of those funds completes a 100% withdrawal from the college prior to the 60% payment period of enrollment.

Once the withdrawal occurs, Ancilla is required to determine the earned and unearned portions of Title IV aid based on the student's LDA. The school determines the Percentage of Title IV aid earned by dividing the number of days of attendance, based on the LDA, by the number of days in the payment period (less any break periods of five days or more). The amount of Title IV Aid earned is calculated by multiplying the percentage of Title IV Aid earned by the amount of Title IV Aid the student received or is scheduled to receive for the payment period. The amount of Title IV funds to be returned to the Department, (unearned Title IV Aid) is calculated by subtracting Total Title IV Aid earned from the Total Aid Disbursed. The unearned portion of Title IV must be returned to the Department of Education within 45 days of the date the school determined the student's LDA.

The order in which Title IV funds are returned at Ancilla College are as follows:

1. Federal Unsubsidized Student Loan
2. Federal Subsidized Student Loan
3. Federal Direct PLUS (Parent) Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

If a student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Ancilla must get the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so that they don't incur additional debt. Ancilla may automatically use all or a portion of your post-

withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Ancilla needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school. Students who are eligible to receive a Post withdrawal disbursement of federal funds will be notified as listed below.

Federal Pell Grant – Disbursements will be made directly to the students account. If the student has a balance due the Federal Pell Grant will be applied to the student's account which reduce the amount owed. If the student does not have a balance due the student will be issued a refund.

Federal Loans – Students/Parents will be notified in writing, within 30 days after the student's last date of attendance was determined by the school, that they are eligible to receive a portion of their loans based on the R2T4 calculation. Students/Parents must respond within 30 days of receipt of the notification, with their willingness to accept the loan portion. If no response is received the loan will be canceled.

There are some Title IV funds that may have been scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and they have not completed the first 30 days of your program before they withdraw, they will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

The federal unearned portion due from the withdrawn student is final and is not eligible for appeal through the college appeal process or through the Department of Education.

Students who withdraw after the 60% payment period have earned 100% of their federal aid. Therefore, no Return of Title IV is required for these students.

A student should consult with the Office of Financial Aid before withdrawing from any classes to determine if the withdrawal will affect his/her financial aid status.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.