

Return of Title IV Funds

This Return of Title IV Funds policy ("Policy") applies to students who complete 60 percent or less of the payment period (i.e., Fall, Spring or Summer session) for which they received Federal Title IV aid. A student who does not complete all of the days in the payment period that the student was scheduled to complete is considered a withdrawal.

To comply with the Policy, Florida National University (FNU) must first determine the student's withdrawal date. The withdrawal date is determined in accordance with FNU's Drop Procedure, and is based on the following:

1. For a student who leaves without notifying the institution (an unofficial withdrawal), the later of the midpoint of the payment period, the last date of an academically-related activity (if documented) or the census date*; or

2. For a student who notifies the institution of the student's withdrawal, the earlier of the date the student began the withdrawal process or officially notified FNU by contacting the Registrar's Office either orally or in writing of his/her intent to withdraw (an official withdrawal).

* Exceptions: (1) If a student does not receive an earned grade (A – F) in at least one of the courses the student was scheduled to attend during a semester, FNU will assume an unofficial withdrawal has occurred (see Drop Procedure for additional detail). (2) If a student withdraws or is terminated when enrolled only in courses in which attendance-taking is required, special treatment is required (see below).

The Return of Title IV funds calculation determines a student's earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The amount of assistance earned is determined on a pro-rata basis. For example, if a student completes 30 percent of the payment period, the student earns 30 percent of the assistance the student was originally scheduled to receive. Once a student completes more than 60 percent of the payment period, the student earns all of the assistance he/she was scheduled to receive for the payment period. The percentage of the payment period that the student completes is derived by dividing the number of calendar days the student attended up to the withdrawal date by the number of calendar days in the payment period. Calendar days (including weekends) are counted, but breaks of at least 5 days are excluded from both the numerator and denominator.

If a student has not received all of the Title IV earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loan funds, FNU

must seek the student's permission before it can disburse the loan funds. The student may decline all or a portion of the Direct Loan funds. FNU may automatically use all or a portion of a post-withdrawal disbursement of grant funds for tuition and fees and other institutional charges, if the student has provided an authorization for this purpose.

There are some types of Title IV funds that a student may have been scheduled to receive that cannot be disbursed to the student upon his/her withdrawal. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of the program before withdrawing cannot receive any Direct Loan funds.

If the student earned less Title IV aid than the amount of funds disbursed on the student's account, FNU must return a portion of the excess Title IV funds equal to the lesser of:

1. The applicable institutional charges multiplied by the unearned percentage of the Title IV funds; or
2. The entire amount of excess Title IV funds.

FNU will return the Title IV funds in the following order: Unsubsidized Direct Loan, Subsidized Direct Loans, PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Federal Supplemental Educational Opportunity Grant), within 45 days of the date of determination.

The student may also be required to return Title IV funds based on the Return of Title IV Funds calculation. A student returns funds to the Federal Direct Loan programs based on the terms and conditions of the Master Promissory Note. Any amount of unearned grant funds that a student must return is considered an "overpayment." A student who receives a Federal Pell Grant or FSEOG funds may be required to repay any overpayment to the extent it exceeds 50% of the amount of grant funds the student received or could have received. A student does not have to repay a grant overpayment of \$50 or less.

Earned Title IV aid is not related in any way to institutional charges. Therefore, the College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from FNU, may be required to return unearned aid and still owe the University for their institutional charges. For more information on the FNU withdrawal and institutional charges policies, please consult the University catalog.

Students Enrolled in Only Attendance-Taking Courses

In certain courses, attendance-taking is required and, therefore, must be tracked on an ongoing basis (referred to as "attendance-taking courses"). This applies primarily to student clinical rotations, externships, and similar courses in which the number of completed hours is required to be tracked.

During periods when a student is enrolled in only attendance-taking courses, the student's withdrawal date for purposes of this Policy is the student's last date of academic attendance as determined by the institution from its attendance records. In this case, FNU will determine that a student has withdrawn within 14 calendar days of the student's last date of attendance as determined by the attendance records of the institution, and will complete the return of Title IV funds calculation and return any unearned funds within 45 calendar days of the date of such determination.

If a student is enrolled in both attendance-taking courses and non-attendance-taking courses at the same time, this section does not apply.

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified by FNU that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, FNU will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education or pay the overpayment in full.

During the 45-day period, the student can make full payment to FNU of the overpayment. The University will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Florida National University.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the FNU's Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up.

If you want to contact the U.S. Department of Education, their address is listed below.

U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City,
IA 52245 Phone: 1-800-621-3115 E-Mail: DCS_HELP@ed.gov

For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Financial Aid Office.