

INFORMATION YOU SHOULD KNOW IF YOU WITHDRAW BEFORE FINISHING THE SEMESTER...

- If you have received loans while you attended Whitworth University, you are required to obtain **loan exit counseling** (per federal law), which will give you further information on your loan(s). Federal Direct Loan exit counseling information can be found at: <https://studentaid.gov/exit-counseling/>. Loan repayment will begin at the end of your grace period of six months except in the case of the Perkins Loan and Institutional Loan which both have a nine-month grace period. Perkins Loan counseling is handled through the Perkins Loan Office on campus.
- If you have an **award for next semester, it will be cancelled.**
- Withdrawing may affect your academic progress. Students are granted one warning semester to improve their progress. If after the warning semester it is found that you are not maintaining **satisfactory academic progress, you will need to write an appeal** and have it approved in order to receive aid again from Whitworth University in the future. Go to the following website to learn more:
<http://www.whitworth.edu/cms/administration/financial-aid/satisfactory-academic-progress-requirements/>.
- **The date of your withdrawal will be based on the day that your Hiatus and Withdrawal Form is processed by the Registrar's Office** at Whitworth University. Students who unofficially withdraw from classes and/or the university (that is simply cease to attend classes without notifying the university) will be considered to have withdrawn when 50% of the semester has passed for federal and state aid and are not eligible for a Whitworth University refund.
- **The Student Accounting Services Office will determine your eligibility for a refund of charges** for the semester based on when you have withdrawn. Whitworth's refund schedule is available on the Student Accounting Services website. For students enrolled in a standard 15 week semester the refund schedule is:

<u>Withdrawal/Drop During</u>	<u>Refund</u>	<u>Applicable to</u>
First & Second Week	100%	Tuition, Room, Board and Fees
Third Week	75%	Tuition, Room, Board, no Fees
Fourth Week	50%	Tuition, Room, Board, no Fees
Fifth Week	25%	Tuition, Room, Board, no Fees
Sixth Week	0%	Tuition, Room, Board, no Fees

- According to federal regulations, **federal funds must be returned to federal programs** based on the percent of the term that a student is no longer enrolled. The Financial Aid Office will determine how much of a student's federal aid was "unearned" as defined by the federal regulations, and then return the unearned aid.

Unearned aid will be returned in the following order to the programs from which the student received aid:

- | | |
|-------------------------------------|--------------------------------------|
| 1. Federal Direct Unsubsidized Loan | 5. Federal Pell Grant |
| 2. Federal Direct Subsidized Loan | 6. Federal SEOG |
| 3. Federal Perkins Loan | 7. TEACH and Other Title IV Programs |

- Whitworth University will **return Whitworth University sponsored aid to its source**, based on the refund that the Student Accounting Services Office determines. If a student will be refunded 75% of his tuition costs, then only 25% of the Whitworth sponsored financial aid will be applied to the account, since the student is being charged 25% of the full tuition. If much of your tuition costs were covered by financial aid, then much of your refund will be returned to these financial aid programs.
- If you have received federal or state financial aid in the form of cash, to assist you with *non-institutional charges*, you **may need to repay immediately the grant funds that you received** or make satisfactory payment arrangements. This may include:

Federal Pell Grant	State Need Grant
Federal SEOG	TEACH Grant

Loans received as cash to assist with non-institutional charges and work-study are not required to be returned. Loans are repaid as specified on the promissory note and therefore do not need to be paid back immediately.

- Return of Funds Example:**

Josephine Example begins study at Whitworth for the first time. On the first day of the third week of classes she withdraws. She has been living on campus so her charges for the semester are:

Tuition \$25,750	Fees \$690	Room & Board \$7,150
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She has received on her account the following aid:

Federal Pell Grant \$2,000	Federal Direct Subsidized Loan \$1,732	Whitworth Grant \$5,000
Federal SEOG \$ 500	Federal Direct Unsubsidized Loan \$990	

And earned \$150 on Federal Work-Study, which was paid by payroll check.

She paid \$1000 onto her account out of her own money and planned to pay the balance during the semester.

The return of financial aid funds to the federal government and Whitworth is as follows:

Federal Direct Subsidized Loan \$1,732	Federal Direct Unsubsidized Loan \$990
Federal Pell Grant \$1,681	
Whitworth Grant \$3,750 (75% of \$5000, because of 75% tuition refund)	

[Please see the following page for calculations.]

The charges after the refund would be:

Tuition	$\$25,750 \times 25\% =$	\$6,437.50
Fees		\$ 690
Room & Meals	$\$7,150 \times 25\% =$	\$ 1,787.50

(Meals, which is prorated based on usage, may be slightly less or more than this example.)

Total Owed after Refund	\$8,915
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Less the aid that remains:

Federal Pell Grant	\$ 319
Federal SEOG Grant	\$ 500
Whitworth Grant (\$5000 x 25%)	\$ 1,250
Less \$1,000 that was paid as cash before withdrawal	\$ 1,000
Leaves amount owed to Whitworth University	\$ 5,846

Summary of the Federal Requirements for the Treatment of Title IV Aid

When a Student Withdraws (34 CFR 668.22)

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can 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.

M:\FORMS\24Forms\Student Forms\24Withdrawal Information for Undergraduate Day Students and Graduate Students on the Traditional Day Calendar.docx

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

Student's Name Social Security Number
 Date form completed Date of school's determination that student withdrew
 Period used for calculation (check one) Payment period Period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)

STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed			
1. Pell Grant	<input type="text" value="\$2,000.00"/>	<input type="text"/>			
2. FSEOG	<input type="text" value="\$500.00"/>	<input type="text"/>			
3. TEACH Grant	<input type="text"/>	<input type="text"/>			
4. Iraq and Afghanistan Service Grant	<input type="text"/>	<input type="text"/>			
A.		<input type="text" value="\$2,500.00"/>			
Subtotal		C.	<input type="text" value="\$0.00"/>		
Subtotal					
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed			
5. Unsubsidized Direct Loan	<input type="text" value="\$1,000.00"/>	<input type="text"/>			
6. Subsidized Direct Loan	<input type="text" value="\$1,750.00"/>	<input type="text"/>			
7. Direct Grad PLUS Loan	<input type="text"/>	<input type="text"/>			
8. Direct Parent PLUS Loan	<input type="text"/>	<input type="text"/>			
B.		<input type="text" value="\$2,750.00"/>			
Subtotal		D.	<input type="text" value="\$0.00"/>		
Subtotal					

E. Total Title IV aid disbursed for the period.	
A.	<input type="text" value="\$2,500.00"/>
+	B. <input type="text" value="\$2,750.00"/>
=	E. <input type="text" value="\$5,250.00"/>
F. Total Title IV grant aid disbursed and that could have been disbursed for the period.	
A.	<input type="text" value="\$2,500.00"/>
+	C. <input type="text" value="\$0.00"/>
=	F. <input type="text" value="\$2,500.00"/>
G. Total Title IV aid disbursed and that could have been disbursed for the period.	
A.	<input type="text" value="\$2,500.00"/>
B.	<input type="text" value="\$2,750.00"/>
C.	<input type="text" value="\$0.00"/>
+	D. <input type="text" value="\$0.00"/>
=	G. <input type="text" value="\$5,250.00"/>

STEP 2: Percentage of Title IV Aid Earned

Start date Scheduled end date Date of withdrawal
 A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

H. Percentage of payment period or period of enrollment completed

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

÷ =
Completed days Total days

- If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.
- If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

H.

STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

X = **I.**
Box H Box G

STEP 4: Aid to be Disbursed or Returned

- If the amount in Box I is greater than the amount in Box E, go to Item J (post-withdrawal disbursement).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

J. Post-withdrawal disbursement

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

- = **J.**
Box I Box E

Stop here, and enter the amount "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

Student's Name Social Security Number

STEP 4: Aid to be disbursed or Returned CONTINUED

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.**

Box E Box I

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.**

Box K Box O

- If Box Q is zero, **STOP**. If greater than zero, go to Step 8

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

L. Institutional charges for the period

Tuition	\$25,750.00
Room	\$7,150.00
Board	\$690.00
Other	
Other	
Other	

Total Institutional Charges = **L.**
(Add all the charges together)

M. Percentage of unearned Title IV aid

100% - = **M.**

Box H

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.**

Box L Box M

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 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.**

Box B Box P

- If Box Q is less than or equal to Box R, **STOP**
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.
- If Box Q is greater than Box R, proceed to Step 9.

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	Amount for School to Return
1. Unsubsidized Direct Loan	<input type="text" value="\$1,000.00"/>
2. Subsidized Direct Loan	<input type="text" value="\$1,750.00"/>
3. Direct Grad PLUS Loan	<input type="text"/>
4. Direct Parent PLUS Loan	<input type="text"/>
Total loans the school must return = P. <input type="text" value="\$2,750.00"/>	
5. Pell Grant	<input type="text" value="\$1,681.00"/>
6. Iraq and Afghanistan Service Grant	<input type="text"/>
7. FSEOG	<input type="text"/>
8. TEACH Grant	<input type="text"/>

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for students 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.**

Box Q Box R

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.**

Box F

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.**

Box S Box T

- If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

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	Amount to Return
1. Pell Grant	<input type="text"/>
2. Iraq and Afghanistan Service Grant	<input type="text"/>
3. FSEOG	<input type="text"/>
4. TEACH Grant	<input type="text"/>

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name Social Security Number
 Date of school's determination that student withdrew

I. Amount of Post-withdrawal Disbursement (PWD)

Amount of "Box J" of the Treatment of Title IV Funds When A Student Withdraws worksheet Box 1

II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Total Outstanding Charges Scheduled to be Paid from PWD Box 2
(Note: Prior-year charges cannot exceed \$200.)

III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

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.

$$\begin{array}{ccccccc}
 \text{Box 1} & - & \text{Box 2} & = & \text{Box 3} & \text{Box 3} & \\
 \text{_____} & & \text{_____} & & \text{_____} & \text{_____} & \\
 \end{array}$$

IV. Allocation of Post-withdrawal Disbursement

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	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq and Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
Totals						

V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on
 Deadline for student and/or parent to respond
 Response received from student and/or parent on Response not received
 School does not accept late response

VI. Date Funds Sent

Date Direct Disbursement mailed or transferred Grant Loan