

Conway School. Return to Title IV Policy

RETURN OF TITLE IV FUNDS. The US Department of Education specifies how the Conway School must determine the amount of federal student financial aid (Title IV) program assistance that has been earned if a student withdraws from school. Conway's Financial Aid Office will perform a Return of Title IV Funds calculation when a Title IV recipient withdraws from her/his program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from the Conway School's institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from the Conway School at any time by notifying the Executive Director in writing of his/her decision to withdraw. Date of Determination that you are withdrawn will be determined as follows:

1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to the Conway School in person or the date of termination by the Conway School.
2. Unofficial Withdrawal:
 - a. - after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn.
 - b. - failure to return on the approved return date of a Leave of Absence. In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to the Academic Director prior to withdrawing.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of days scheduled to be completed as of the withdrawal date in the period, by the total days in the payment period.

For example, if the student withdrew on the 30th day of 60-day period, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the days in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, the Conway School is responsible for returning the portion of the excess equal to the lesser of:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-

withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is grant only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option.

The Conway School has 30 days from the date of the Conway School's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date the Conway School sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the Conway School will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to the Conway School's notification. Once the unearned portion of the return of funds has been calculated, Conway's Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full. Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Plus Direct Loan
4. Federal Pell Grant

Example of Calculations:

The Calculation Formula:

Determine the amount of Title IV aid that was disbursed or aid that could have been disbursed

Calculate the percentage of Title IV aid earned:

- Divide the number of days to be completed in the term as of the last date of attendance in the payment period by the total days in the term.

COMPLETED DAYS

TOTAL DAYS = % EARNED

- If this percentage is greater than 60%, the student earns 100%.
- If this percent is less than or equal to 60%, proceeds with calculation. Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED. Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.