

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Calculating Return to Title IV
FPU Policy Number: FPU-7.0033P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: January 17, 2017
Date Revised:
Responsible Division/Department: Office of Financial Aid
Initiating Authority: Terry Parker, Provost & Executive Vice President, Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY

This policy applies to all federal financial aid administrators and students applying for, and receiving, Federal Student Aid under Title IV funding. The Office of Financial Aid is responsible for overseeing this policy.

B. TITLE IV REFUND POLICY STATEMENT

1. The Office of Financial Aid completes Return to Title IV (R2T4) calculations in compliance with Federal Regulation 34 U.S.C. § 668.22 when a student withdraws from the University. R2T4 requirements are included in the Academic Catalog available on the University’s website.
2. The Office of Budget and Finance completes institutional refund calculations, separate from R2T4, in accordance with **FPU-4.004 Procedure for Payment Waiver and Refund of Tuition Fees, Fines and Penalties**.
3. The Office of Financial Aid notifies the student of any refunds required as a result of a R2T4 calculation.
4. The Bursar’s Office will:
 - a. Adjust tuition based on institutional refund calculations;
 - b. Post refunds to students’ accounts from the R2T4 calculations;
 - c. Refund any ineligible funds back to the Department of Education; and
 - d. Resolve all credit balances that may occur.

C. DEFINITIONS

1. **Pro Rata schedule** – The percentage based on the number of days completed in the semester up to the withdrawal date.
2. **Date of Determination** – Date the University determined a student withdrew.
3. **Central Processing System (CPS)** – System designed by the US Department of Education that will assist in calculating and managing the return of Federal Student Aid.

D. PROCEDURES

1. **R2T4 Calculation.**
 - a. The University calculates a R2T4 for any Federal Student Aid recipient who withdraws prior to completing a semester. This calculation is completed within 30 days from the Date of Determination of withdrawal. The University will complete a

- pro rata schedule to determine the amount of Federal Student Aid a student earns up through the 60% point of completion.
- b. If a student earns credit for at least one course, he or she is considered to have completed the semester and no R2T4 is required.
 - c. The following formula is used to calculate the percentage of the semester completed:

$$\frac{\# \text{ of days completed up to withdrawal date}}{\text{total } \# \text{ of days in the semester}} = \% \text{ completed}$$
 - d. Scheduled breaks of 5 days or more are excluded from the completed days and total days in the semester. If a student completed more than 60% of a semester, then the student earns 100% of his or her Federal Student Aid.
 - e. The Office of Financial Aid will utilize the formulas provided in the Department of Education's "Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program" worksheets and CPS to complete all R2T4 calculations. If the student did not earn all of his or her Federal Student Aid, the University will refund the funds in the following order:
 - i. Unsubsidized Direct Loan
 - ii. Subsidized Direct Loan
 - iii. Direct GRAD PLUS
 - iv. Direct Parent PLUS
 - v. Pell Grant
 - vi. SEOG
 - vii. IASG
 - f. The Office of Financial Aid will send an Exit Letter to all withdrawn students notifying them of the following (if applicable):
 - i. Tuition adjustments;
 - ii. Federal Student Aid earned;
 - iii. Instructions for Exit Counseling;
 - iv. Credit balance resolution; and/or
 - v. Post-withdrawal disbursement eligibility.
 - g. The Office of Financial Aid will submit and export all adjustments to unearned Title IV in the Student Information System.
2. **Post Withdrawal Disbursements (PWDs).**
- a. If a student earns more Federal Student Aid than the amount of Federal Student Aid disbursed, the student may be entitled to receive a post-withdrawal disbursement.
 - b. The Office of Financial Aid will automatically award post-withdrawal disbursements of grants identified in the R2T4 calculation no later than 45 days from the Date of Determination.
 - c. The Office of Financial Aid will offer post-withdrawal disbursements of Direct Loans identified in the R2T4 calculation no later than 45 days from the Date of Determination. Post-withdrawal awarding of Direct Loans will not take place without written or documented verbal confirmation from the student or parent (if PLUS loan). The Office of Financial Aid must award the post-withdrawal disbursement of Direct Loans and the Bursar must credit the student's account no later than 180 days from the Date of Determination.

3. **Determining Withdrawal Date and Date of Determination**

- a. The University does not require instructors to take attendance. See **FPU Policy Number 5.0010AP Student Attendance.**
- b. **Official Withdrawals**
 - i. The Withdrawal Date and Date of Determination is the date the student officially begins the withdrawal process.
- c. **Unofficial/Administrative Withdrawals**
 - i. Please refer to **FPU-5.01031AP** for the University’s Administrative Withdrawal procedure.
 - ii. The Withdrawal Date is the midpoint of the semester or last known date of attendance, whichever is sooner.
 - iii. The Date of Determination is no later than 30 days after the end of the semester.

POLICY APPROVAL	
Policy No.: FPU-7.0033P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
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