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

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.

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

<table>
<thead>
<tr>
<th>Title IV Grant Programs</th>
<th>Amount Disbursed</th>
<th>Amount That Could Have Been Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pell Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. FSEOG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. TEACH Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Iraq and Afghanistan Service Grant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Subtotal

<table>
<thead>
<tr>
<th>Title IV Loan Programs</th>
<th>Net Amount Disbursed</th>
<th>Net Amount That Could Have Been Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Unsubsidized Direct Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Subsidized Direct Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Direct Grad PLUS Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Direct Parent PLUS Loan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Subtotal

E. Total Title IV aid disbursed for the period.

F. Total Title IV grant aid disbursed and that could have been disbursed for the period.

G. Total Title IV aid disbursed and that could have been disbursed for the period.

---

### STEP 2: Percentage of Title IV Aid Earned

<table>
<thead>
<tr>
<th>Start date / /</th>
<th>Scheduled end date / /</th>
<th>Date of withdrawal / /</th>
</tr>
</thead>
</table>

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).

\[
\text{Completed days} \div \text{Total days} = \text{. } \%
\]

- 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.

---

### 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).

\[
\text{Box H} \times \text{Box G} = \text{I. } \$
\]

---

### STEP 4: Title IV 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.

\[
\text{Box I} - \text{Box E} = J. \$
\]

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

---

You should use this format when the withdrawal date is on or after 7/1/2018.
**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.

\[
\text{Box E} - \text{Box I} = \text{K.} \quad $. \]

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

- **L. Institutional charges for the period**
  - Tuition
  - Room
  - Board
  - Other
  - Other
  \[
  \text{Total Institutional Charges} = \text{L.} \quad $. \]

- **M. Percentage of unearned Title IV aid**
  \[
  100\% - \% = \text{M.} \quad \% \]

- **N. Amount of unearned charges**
  Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).
  \[
  \times \% = \text{N.} \quad $. \]

- **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.
  \[
  \text{O.} \quad $. \]

**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**

<table>
<thead>
<tr>
<th>Title IV Programs</th>
<th>Amount for School to Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unsubsidized Direct Loan</td>
<td></td>
</tr>
<tr>
<td>2. Subsidized Direct Staff Loan</td>
<td></td>
</tr>
<tr>
<td>3. Direct Grad PLUS Loan</td>
<td></td>
</tr>
<tr>
<td>4. Direct Parent PLUS Loan</td>
<td></td>
</tr>
</tbody>
</table>

\[
\text{Total loans the school must return} = \text{P.} \quad $. \]

**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).

\[
\text{Box K} - \text{Box O} = \text{Q.} \quad $. \]

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

**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).

\[
\text{Box B} - \text{Box P} = \text{R.} \quad $. \]

- 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 9: Grant Funds to be Returned**

S. Initial amount of Title IV grants for student 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).

\[
\text{Box Q} - \text{Box R} = \text{S.} \quad $. \]

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%.

\[
\text{Box F} \times 50\% = \text{T.} \quad $. \]

**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) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Grant Programs**

<table>
<thead>
<tr>
<th>Title IV Grant Programs</th>
<th>Amount To Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pell Grant</td>
<td></td>
</tr>
<tr>
<td>2. FSEOG</td>
<td></td>
</tr>
<tr>
<td>3. TEACH Grant</td>
<td></td>
</tr>
<tr>
<td>4. Iraq and Afghanistan Service Grant</td>
<td></td>
</tr>
</tbody>
</table>

\[
\text{Total loans the school must return} = \text{P.} \quad $. \]

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

Note that the student is not responsible for returning funds to any program to which the student owes $50.00 or less.

You should use this format when the withdrawal date is on or after 7/1/2018
### POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

Date of school’s determination that student withdrew

/ / /

#### I. Amount of Post-withdrawal Disbursement (PWD)

Amount from “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  

(Note: Prior-year charges cannot exceed $200.)  

Box 2 $ .

#### 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.

Box 1 $ .  

Box 2 $ .  

Box 3 $ .

#### IV. Allocation of Post-withdrawal Disbursement

Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded up or down to the nearest whole dollar, not to exceed annual or aggregate limits.

If an institution only awards Pell and Iraq and Afghanistan Service Grants in whole dollars, the total award to the student for the period must be rounded up or down to the nearest whole dollar, not to exceed the annual or lifetime eligibility limitations.

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Loan Amount School Seeks to Credit to Account</th>
<th>Loan Amount Authorized to Credit to Account</th>
<th>Title IV Aid Credited to Account</th>
<th>Loan Amount Offered as Direct Disbursement</th>
<th>Loan Amount Accepted as Direct Disbursement</th>
<th>Title IV Aid Disbursed Directly to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>FSEOG</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TEACH Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Iraq Afghanistan Svc. Grant</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Subsidized Direct Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsubsidized Direct Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Grad Plus Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Parent Plus Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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 / /