

La Salle University Policy on Withdrawals and Return of Title IV Funds

I. Purpose

This policy outlines the federal requirements and institutional procedures governing the treatment of Title IV federal financial aid when a student withdraws from the University.

II. Scope

This policy applies to all students receiving federal financial aid (Title IV funds) who withdraw from the University.

III. Withdrawal Determination

A. Official Withdrawal

For federal financial aid recipients, the withdrawal date is defined as the date the student notifies the Dean of their school of their intent to withdraw. Notification may be provided orally or in writing.

Students may rescind their withdrawal notification; however, such rescission must be submitted in writing.

B. Unofficial Withdrawal

If a student does not notify the Dean of their withdrawal, the withdrawal date will be determined as one of the following:

- The midpoint of the semester, or
 - The last date of attendance at a documented academically related activity
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C. Special Circumstances

- If a student is unable to notify the Dean due to circumstances beyond their control, the withdrawal date will be based on the date associated with those circumstances.

- If a student does not return from an approved leave of absence, the withdrawal date will be the date the leave began.
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IV. Return of Title IV Funds (R2T4)

A. Earned vs. Unearned Aid

Federal financial aid is earned based on the number of days a student completes in the term:

- Aid is prorated up to **60% of the term completed**
 - Once a student completes **more than 60% of the term**, all Title IV aid is considered earned
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B. Return of Unearned Funds

If a student withdraws before completing 60% of the term, the unearned portion of federal financial aid must be returned to the appropriate programs.

Funds will be returned in the following order:

1. Unsubsidized Federal Direct Loans
 2. Subsidized Federal Direct Loans
 3. Federal Perkins Loans
 4. Federal PLUS Loans
 5. Federal Pell Grant
 6. Federal Supplemental Educational Opportunity Grant (SEOG)
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C. Post-Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if the amount of aid disbursed is less than the amount earned at the time of withdrawal.

D. Student Responsibility for Overpayments

If a student receives funds in excess of the amount earned:

- The student may be required to repay a portion of the funds
- The student will be notified of the overpayment

- The student has **45 days** to:
 - Repay the funds in full, or
 - Make satisfactory payment arrangements with the U.S. Department of Education

Failure to comply will result in the University reporting the overpayment to the **National Student Loan Data System (NSLDS)**.

V. Treatment of Credit Balances

If a student receives a financial aid credit balance and subsequently withdraws, the student may be required to return a portion of those funds in accordance with federal regulations.

VI. Failure to Earn Passing Grades (Unofficial Withdrawal Determination)

If a student receives all failing grades for a term:

- The student must provide documentation demonstrating attendance at academically related activities
- If documentation is not provided, the University is required to assume the student attended through **50% of the term**

In such cases, a Return of Title IV Funds calculation will be performed using the midpoint as the last date of attendance, which may result in the return of some or all federal financial aid.

VII. Institutional Refund Policy

The federal Return of Title IV Funds calculation is separate from the University's tuition and fee refund policy. For information regarding institutional refunds, refer to the University's Tuition Refund Policy.

This version is structured for compliance, audit readiness, and catalog inclusion. Let me know if you want to align it specifically with Department of Education audit language or add procedural steps for staff.