

Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

Designated as contact points for students who wish to withdraw: Registrar Office

Students receiving financial aid have the responsibility to follow the college's withdrawal procedures as outlined in the DSU Catalogue. Students who wish to rescind their official withdrawal submitted to the college must do so within one week of the original withdrawal and notification must be provided in writing to the Registrar's Office.

The 1998 Reauthorization of the Higher Education Act requires the college calculate a Return of Title IV Funds on all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60% attendance point in the semester. A schedule is used to determine the percentage of semester the student attended based on the withdrawal date/last date of attendance.

The percentage of the semester the student attended is calculated as follows:

$$\frac{\text{Number of days in attendance}}{\text{Number of days in semester}}$$

The number of days counted includes all calendar days in the semester including weekends and holidays, but excludes college breaks of five or more days.

The percentage of semester the student attended is used to calculate the amount of the student's earned versus unearned federal aid funds. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the Order of Return as mandated by law. The Order of Return is: Federal Direct Unsubsidized Stafford Student Loan, Federal Direct Subsidized Stafford Student Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG Grant, and other Title IV Aid.

DSU is responsible for returning the lesser of Unearned Title IV Aid or Unearned Institutional Charges. Unearned Institutional Charges are based on the determined percentage of the semester the student did not attend. The College is responsible for its return of funds first, followed by the student's return of funds.

The student is responsible for returning:

- Amount of Unearned Title IV Aid
- Amount of Aid School Returns
- Amount Student Returns

DSU must return its portion of Unearned Title IV aid (loan and grant) to the appropriate federal program within 45 days from the student's withdrawal date as determined by the Registrar's Office. If the amount the student returns includes a federal loan program, the student is responsible for repayment of the loan in accordance with the terms of the loan program. If the amount the student returns includes grant aid, the student must repay 50% of the grant money received, rather than 100%. It is the University's policy to return only grant funds of the TTL4 funds listed as optional for the student.

The following are the US Department of Education requirements for the Return of Title IV Funds:

General requirements

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The following rules apply when a school is completing a Return calculation for a student subject to verification. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement within 30 days of the date the school determined the student withdrew. Unless a student subject to verification has provided all required verification documents in time for the school to meet the Return deadlines, the school includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV funds not subject to verification. If a student who failed to provide all required verification documents in time for the school to meet the Return deadline later provides those documents prior to the applicable verification deadline, the school must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.

Date of the institution's determination that the student withdrew

The date of the institution's determination that the student withdrew varies depending on the type of withdrawal. For example, if a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. The types of withdrawal and the corresponding definition of the date of the institution's determination that the student withdrew are listed in the chart on Withdrawal Dates at the end of this chapter. For a student who withdraws without providing notification from a school that is not required to take attendance the school must determine the withdrawal date no later than 30 days after the end of the earlier of (1) the payment period or the period of enrollment (as applicable), (2) the academic year, or (3) the student's educational program. If the student fails to earn a passing grade in all of their classes, an institution must have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. We do not require that an institution use a specific procedure for making this determination. If a student earns a passing grade in one or more of his or her classes offered over an entire period, for that class, an institution may presume that the student completed the course and thus completed the period. If a student who began attendance and has not officially

withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period.

Withdrawals and the Return of Title IV Funds

In some cases, a school may use its policy for awarding or reporting final grades to determine whether a student who failed to earn a passing grade in any of his or her classes completed the period. For example, a school might have an official grading policy that provides instructors with the ability to differentiate between those students who complete the course but failed to achieve the course objectives, and those students who did not complete the course. If so, the institution may use its academic policy for awarding final grades to determine that a student who did not receive at least one passing grade nevertheless completed the period. Another school might require instructors to report, for all students awarded a non-passing grade, the student's last day of attendance (LDA). The school may use this information to determine whether a student who received all "F" grades withdrew. If one instructor reports that the student attended through the end of the period, then the student is not a return of TTI4 candidate assuming the student began the enrollment period.

Delaware State University Return of TTL4 Policy

A student who officially withdraws from the University will begin this process with the Registrar by completing the "Official Withdraw Form", see attachment (1). The form can be found at the Records and Registration Office located in the Administration Building. If the student is unable to complete the form in person, the student may make contact with Records and Registration via phone and/or email to have the form sent to them to complete and return. If the student is unable to return the form, the Records and Registration Office will work with that student on an individual basis to initiate the withdraw process. The submission of or the request for the official withdraw form is the date of determination of the withdrawal. If a student "unofficially withdraws", DSU must determine the last date of attendance, LDA, to determine the withdraw date. A student who receives a full complement of F or WF grades may not be presumed to have unofficially withdrew until documents are received from faculty indicating an unofficial withdraw date. Each professor is contacted for the LDA to determine whether the student completed the enrollment or not. DSU will begin the 45 day count to return the TTL4 funds from the first date response from a single faculty for a student who has a full complement of F and WF grades. This is considered knowledge of an unofficial withdraw. DSU will contact each faculty within 7 business days of the end of the semester in which the student received a full complement of F or WF grades.

The Office of Records and Registration initiates the withdraw process by changing the enrollment status of the student wishing to withdraw from "eligible to register" to "withdraw". Students who are "no showed" or "purged" from the system are not treated as a withdraw student.