

EXAMPLE 4: OFF-CAMPUS WITHDRAWING AFTER 60 PERCENT

Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program

Student's Name SEAN Social Security Number _____
 Date Form Completed ___/___/___ Date of the institution's determination that the student withdrew 11/08/99
 Period used for calculation (check one) payment period period of enrollment

Monetary amount should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%

STEP 1: Student's Title IV Aid Information

| | Net Amount Disbursed | Net Amount That Could Have Been Disbursed | | Amount Disbursed | Amount That Could Have Been Disbursed |
|---|-------------------------|---|-----------------------------|---------------------|---|
| 1. Unsubsidized FFEL/Direct Stafford Loan | 1984.00 | | 5. Pell Grant | 838.00 | |
| 2. Subsidized FFEL/Direct Stafford Loan | 2668.00 | | 6. FSEOG | | |
| 3. Perkins Loan | | | 7. Other Title IV programs* | | |
| 4. FFEL/Direct PLUS | | | *Do not include FWS. | | |

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment A \$5490.00

B. Total Title IV aid disbursed plus the Title IV aid that could have been disbursed for payment period or period of enrollment B \$5490.00

STEP 2: Percentage of Title IV Aid Earned

C. • If school is not required to take attendance and student withdrew without notification, enter 50% in Box C and proceed to Step 3 OR school may enter a last date of attendance at an academically-related activity for "withdrawal date" and proceed from there.

- Withdrawal date 11/08/99 Payment period/period of enrollment start date 08/30/99 end date 12/18/99
- Percentage of payment period or period of enrollment completed

Determine the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment (exclude scheduled breaks of 5 days or more AND days that the student was on approved leaves of absence).

$$\frac{\boxed{70}}{\text{completed days}} \div \frac{\boxed{111}}{\text{total days}} = \boxed{63.1\%}$$

If this amount is less than or equal to 60%, enter this amount in Box C. If this amount is greater than 60% (with or without rounding), enter 100% in Box C.

C 100.0 %

STEP 3: Amount of Title IV Aid Earned by the Student

D. Percentage of Title IV aid earned (Box C) X the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B) D \$5490.00

STEP 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**

E. **Post-withdrawal disbursement.** Subtract Title IV aid disbursed for the payment period or period of enrollment (Box A) from the amount of Title IV aid earned (Box D). This is the amount of the post-withdrawal disbursement due. Stop here and go to the post-withdrawal disbursement tracking sheet.

$$\frac{\boxed{5490.00}}{\text{Box D}} - \frac{\boxed{5490.00}}{\text{Box A}} = \boxed{\$-0-}$$

E

F. **Title IV aid to be returned.** Subtract the amount of Title IV aid earned (Box D) from Title IV aid disbursed for the payment period or period of enrollment (Box A). This is the amount of Title IV aid that must be returned.

$$\frac{\boxed{}}{\text{Box A}} - \frac{\boxed{}}{\text{Box D}} = \boxed{\$ }$$

F