



Sam Houston State University

A Member of The Texas State University System

FINANCIAL AID and SCHOLARSHIPS OFFICE

Return of Title IV Funds Policy

It is important for students who receive any type of Federal Title IV student financial aid to be aware of the effect an official or unofficial withdrawal from the University will have on their pending and/or released aid, as well as their continued eligibility to receive future financial aid.

A. Return of Title IV Calculation:

The Federal Return of Title IV calculation must be performed for all students receiving Title IV aid (Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Direct Subsidized, Unsubsidized and PLUS loans) who prior to the 60% point of the semester -

1. Withdraw from all courses (officially or unofficially)
2. Drop out of all courses, or
3. are expelled from the University

All unearned aid, as determined by the Federal Return of Title IV Calculation, must be returned to the applicable federal aid program(s).

Title IV aid recipients must be continuously enrolled for at least 60% of the term for which aid is disbursed in order to retain the financial aid issued each term. The 60% point will change with each semester as it is based on the number of days in the semester less any

professor(s). Those students with a last recorded date of attendance on or after the 60% point of the semester are considered to have earned 100% of their aid in accordance with Federal Student Aid regulations.

C. Post-withdrawal Disbursements:

Upon a student's withdrawal from the University (official or unofficial), the amount of Federal Title IV grant or loan assistance earned by the student must be determined. If the amount of Title IV aid earned is more than the amount disbursed, the student may be eligible for a post-

For unofficial withdrawals the date used is the last recorded date of attendance provided by the student's professor(s). If multiple dates are given (for one or more classes), the latest date will be used.

- The Return of Title IV calculation will be performed no later than 30 days from the time the University receives notification of withdrawal (official & unofficial).
- Return of unearned Title IV funds to the applicable program(s):
The University will make every effort to return the unearned funds to the program(s) as soon as possible. But, the funds will be returned no later than 45 day from the date the withdrawal was determined.
- Post-withdrawal disbursement(s) to a student's account for current (allowable) outstanding charges:
The University will make every effort to disburse any post-withdrawal disbursement(s) to a student's account for outstanding current charges as soon as possible. However, the post-withdrawal disbursement will be made no later than 120 days from the date the University determined that the student withdrew.
- Written notification of student's eligibility for post-withdrawal disbursement in excess of outstanding educationally related charges :
The University will notify the student (or parent in the case of a PLUS loan) within 30 days of the date the school determined the student withdrew (officially or unofficially) of any eligibility for a post-withdrawal disbursement in excess of any outstanding current charges. This notification will be sent in writing.
- Notification of student grant overpayment:
The student will be notified in writing of any grant overpayments due to the university within 30 days of the date the University determined that the student withdrew. The University must receive payment, or payment arrangements within 45 days of the student's notification of the overpayment. Failure to make payment, or payment arrangements with either the University, or the Department of Education, will result in the student being reported to the National Student Loan Database and referred to the Department of Education. Once the referral is made, the student will no longer eligible for Financial Aid at any institution.