

# WASHINGTON STATE UNIVERSITY



## RETURN OF TITLE IV

POLICY

STUDENT FINANCIAL SERVICES

WASHINGTON STATE UNIVERSITY

2021-2022

## Purpose

The U.S. Department of Education and Washington State requires institutions to apply Return to Title IV Funds policy and grant disbursement and the repayment policy for students withdrawing from a University who receive Title IV financial aid and/or state aid. If you withdraw from the university and have received financial aid, any refundable amount of your institutional charges (tuition and fees and/or university housing costs) may be returned to the appropriate financial aid sources. Federal and state law requires schools to calculate how much federal and state financial aid a student has earned if that student: completely withdraws or stops attending before completing the semester or does not complete all modules.

## Definitions

**Official Withdrawal:** This is when a student contacts the Office of the Registrar and removes his/herself from all courses. If an Official withdrawal is completed prior to the student completing 60 percent of the term, a calculation must be performed to determine the "earned" amount of Title IV funds the student is entitled to keep, exceptions to enrollment appeals, and any student who has been administratively withdrawn or expelled.

**Unofficial Withdrawal:** This is defined as not following proper University procedures to remove oneself from a course. Non-attendance is not an acceptable reason for not officially dropping a class in a timely manner. Students who do not receive ANY "earned" grades are considered to be unofficial withdrawals. Return of Title IV Funds: In an unofficial withdrawal, 50 percent of the aid used to pay direct educational costs (tuition, fees, room, and board) must be returned to the federal loan lender or federal aid program. If a state grant recipient does not attend all of their classes before withdrawing, a portion of the grant amount will be adjusted. If they have attended all classes, there is no adjustment to the state grant. If the return of the funds creates a balance due on the student account, the student will be responsible for paying the balance. Student Financial Services is required to obtain evidence the student attended. If documentation is not received to verify class participation, the office must perform a repayment calculation.

## Withdrawal Policy and Student Procedure

1. **Cancelling enrollment:** Cancelling enrollment for the current term removes all WSU courses at all campuses. This will include all classes students may be taking concurrently on one or more WSU campuses and through WSU Online. Cancelling enrollment may affect satisfactory academic progress (SAP) and the ability to obtain financial aid in the future. Please go to the <https://registrar.wsu.edu/term-withdrawal/> to see the procedure for enrollment cancellation.
2. **Dropping/ Withdrawing a course:** Students may drop courses without record up to the end of the 4th week of the semester in which the courses are offered. After the 4th week, students can withdraw from individual courses through the end of the 13th week (limits do apply - see [Rule 68](#)). Withdrawals result in a grade of "W" appearing on the transcript, which does not affect the grade point average. Important - reducing course load may affect financial aid, etc. At the end of each term, the number of withdrawals will be counted for undergraduate and professional students. Once four withdrawals have been used, no further withdrawals will be allowed in subsequent terms. Withdrawals that result from the cancellation of enrollment will not be counted. NOTE: Summer Session deadlines are prorated and based on the length of the course. After the



withdrawal limit is reached, an undergraduate or professional student may, in exceptional circumstances, submit a petition through the Registrar's Office for an exception to the withdrawal limit. If a grade has been entered for a course, the grade may not be changed to a withdrawal without the instructor's consent. Withdrawals do not reduce tuition charges. For academic calendars that vary from the regular 15-week term, a prorated schedule will be used to determine the withdrawal deadline. The grade shall be marked W, and payment of the service fee shall be mandatory. Graduate students who wish to request a course withdrawal after the 30th day must do so through the Graduate School.

3. **Module Policy:** A module course is defined as a course that does not span the entire length of the payment period. A student is considered to have withdrawn from a module course if the student does not complete all of the days in the payment period he or she was scheduled to attend. Students may be considered withdrawn, even if a module course is completed within the same payment period. If a student drops a course in a later module while still attending a current module, the student is not considered withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required. If federal aid has already been disbursed to the student's account, the recalculation may create a balance due. The student is responsible for paying the balance or making satisfactory payment arrangements with the Bursar's Office. If a student withdraws, officially or unofficially, from a current module and is NOT attending any other courses at the time of the withdrawal, the student is considered withdrawn, and a repayment calculation will be completed. Students enrolled in future module courses are required to submit written confirmation of their intent to attend those courses. Written confirmation should be submitted at the time of withdrawal but no later than five business days from the date the student was determined to be withdrawn or dropped from a course.
  - **Financial Aid Return Process and Determination for Modular Courses:** In some circumstances, a student may be considered withdrawn for academic purposes, but not for financial aid. There are three scenarios that fit this definition, they are:
    - A student has completed all requirements for graduation.
    - A student has successfully completed title IV eligible coursework in one module or a combination of modules that equal 49% or more of the number of countable days in the payment period or period of enrollment.
    - A student successfully complete Tile IV-eligible coursework equal to or greater than what the school considers to be half-time enrollment for the payment period or period of enrollment.

If the answers is yes to any of these, then student has not withdrawn for financial aid purposes, but it may be necessary to recalculate financial aid per applicable program regulations. If no, then financial aid will be reviewed and adjusted per R2T4 rules as necessary.

## Washington State University Refund Policy

When a student cancels their enrollment (sometimes referred to as "withdrawal from the university"), the student may be entitled to a refund of all or part of their tuition. The policies for refunds are described below. Note that the refund policy may change as a result of revisions to governmental regulations.

### *Fall and Spring Semesters*

Students who cancel their enrollment after classes have started will be charged an administrative fee of 5 percent of the assessed tuition and mandatory fees, but no more than \$100.00, in addition to other amounts owing. Tuition, operating, and student services and activities fees will be refunded in full if students officially withdraw from the University prior to the sixth day of classes during a semester. Students who cancel their enrollment after classes have started will have those charges reduced based upon the week of cancellation as follows:

Week	1	2	3	4	5	6	7	8	9	10+
Percent Reduction	100	80	80	70	60	60	50	50	40	0

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Weeks during which the University is on vacation for the entire week do not count in this adjustment schedule. Adjustments or refunds for students who receive financial aid will be computed on a modified schedule provided by the WSU Office of Student Financial Services.

### *Summer Session*

Due to the complexity of refund assessment for summer session courses, students must contact the Summer Session office. In general, the amount of refund depends on the dates of the courses. Other policies may also exist that could impact the amount of a refund.

There is a web page containing contact information for all of the campus student services offices. To see if you are eligible for a refund, visit the [enrollment change deadlines page](#).

### *Financial Aid Return of Aid Process for Non-Modular Courses*

If, as a recipient of federal financial aid funds, you withdraw from school before the 60% point of the term, the amount of the financial aid you earned must be determined. All unearned aid, or a portion of the unearned aid, must be returned (cancelled from your account). The earned and unearned aid is determined by a daily prorated ratio. Basically, if you cancelled enrollment at the 20% point of the term, you earned 20% of the assistance you were originally scheduled to receive. Eighty percent of the amount of unearned federal aid or a portion of the 80% of unearned aid will be returned (cancelled from your account). Once you have completed more than 60% of the term, you have earned all the federal assistance you were scheduled to receive.

### Calculation of Daily Unearned Percentage

To calculate the daily unearned, prorate percentage

1. Subtract from 1.000 the decimal you get when you divide the number of calendar days attended (the beginning date of the term to your certified date of withdrawal) by the 108 total counted calendar days of fall or spring terms.
2. Round to the 3rd decimal place. Both fall and spring terms are 108 calendar days in length. Nine days during the week of Thanksgiving break during the fall term and Spring break during spring term are excluded from the term's calendar day count.
3. Then determine which is greater, the aid disbursed or the charges accrued for the term. The percentage earned is based on the higher dollar figure of the two.

Non-Federal Aid Adjustments when you withdraw from school

1. If enrollment is cancelled after the student has attended all classes at least once, state grants are considered 100% earned, and no adjustment will be made.
2. All or a portion of institutional funding may be cancelled without regard to the point in the term the cancel occurred.

### Order of Funds Returned

Federal Financial aid funds must be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Parent or Grad PLUS Loan
4. Pell Grant
5. Supplemental Education Opportunity Grants (SEOG)
6. TEACH Grant

Washington State University's Responsibility to Return Unearned Aid One category of unofficial withdrawal happens when you did not complete the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond your control. If the failure to properly withdraw is beyond your control, the withdrawal date is the date you no longer were able to attend class.

A second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to the school. For these withdrawals the withdrawal date is assumed to be the midpoint of the term.

For Unofficial withdrawals, the withdrawal date is assumed to be the midpoint of the term. A school must process aid adjustments for unofficial withdrawals within 45 calendar days from the earlier of; (1) the end of the payment period or period of enrollment, (2) the end of the academic year, or (3) the end of the student's educational program. 34CFR 668.22(j) (2)



Effective fall 2015, instructors enter a Z Grade in myWSU when a student fails to remain in attendance in his or her course(s). A portion or all of the student's aid may be returned to the U.S. Department of Education, and this may result in a bill on the student's account if the student did not complete at least 60% of the term for federal aid or 50% point in the term for state aid. If no proof of attendance at an academically related activity, 100% of all aid will be cancelled. If proof of attendance at an academically related activity, including a reported z grade, is submitted with a date prior to the term's 60% point, an unofficial withdrawal date at 50% point of the term will be assumed.

#### Student's Responsibility to Return Unearned Aid

Financial aid funds are awarded under the assumption you will attend school for the entire term. If you unofficially withdraw (leave and do not properly provide official notification of withdrawal), you may no longer be eligible for the full amount of aid funds you were originally scheduled to receive.

#### Return of Title IV Timeframes for Returning Funds

- *A school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.*
- *A school will be considered to have returned funds timely if the school does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:*
  - *Deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;*
  - *Returns the funds to the Department electronically using the "Refund" function in G5;*
  - *Issues a check to the Department.*

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- *A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the canceled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.*

## Post Withdrawal Disbursements

You may be eligible for what is called a "post withdrawal disbursement." This occurs if you were eligible to receive aid that was not disbursed to you prior to your withdrawal. If you are eligible for post withdrawal financial aid funds, those funds for which you were eligible will be credited to your account. If you are eligible for post withdrawal Federal Loan funds, you will have the opportunity to accept or reject a portion of those loans.

## Regulatory Citations

- [Program Integrity – Return of Title IV Funds](#)
- [CFR 668.22](#)
- <https://online.wsu.edu/currentstudent/registration/drop-or-withdraw-from-courses/>
- <http://app.leg.wa.gov/WAC/default.aspx?cite=250-20-051>