

FINANCIAL ASSISTANCE INFORMATION

The purpose of student financial aid is to provide resources to students who otherwise would be unable to pursue a postsecondary education. The primary responsibility for meeting University costs lies with the student and his or her family.

ELIGIBILITY

To receive financial assistance, students must be admitted to the University, be enrolled in Program of Study which leads to a certificate or degree, be in good academic standing, and be making satisfactory academic progress.

According to Federal regulations, financial aid recipients must meet general eligibility requirements. Among these requirements, the student must be a U.S. citizen or eligible non- citizen; must not owe a refund or have an overpayment on grants previously received under the Federal Pell Grant, and must not be in default on any federal student loans borrowed from federal funding.

APPLICATION PROCESS

The University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for financial aid. Students are encouraged to complete the FAFSA online at <http://www.fafsa.ed.gov>. If a student does not have Internet access, he/she may complete a paper FAFSA that may be obtained from either the U.S. Department of Education or from most high schools.

PREFERENCE/DEADLINE DATES

Both new and returning students are strongly encouraged to submit their initial or renewal FAFSA application as soon as possible after January 1 of each year. Only students who have applied for admission to Southwest University at El Paso (SU) will be issued a financial aid award notice.

FINANCIAL NEED AND EXPECTED FAMILY CONTRIBUTION (EFC)

Aid for most federal funding is awarded based on financial need. The EFC is a measure of a family's financial strength and indicates how much of a students' and students' families (for Dependent students) financial resources should be available to help pay for educational costs. The EFC is calculated from the information reported on the FAFSA and according to a formula established by law. Family income and assets are considered in determining the EFC along with family size and number of family members attending college on at least a half-time basis. The EFC can be found on the Student Aid Report which is generated from information reported on the FAFSA.

To determine financial need for federal student aid programs, the EFC is subtracted from the Cost of Attendance (COA). The COA is the total amount it will cost to go to school for an academic year. Costs may include tuition, books, electronic reader, tools, and fees, allowances for room and board, transportation, and miscellaneous/ personal expenses.

COA - EFC = FINANCIAL NEED

Federal grants and other financial aid are used to meet financial need. A financial aid award letter will be provided by SU upon receipt of an Institutional Student Information Report (ISIR) and all required eligibility documentation, if applicable.

Any changes made to original FAFSA answers may result in a change in financial aid award amounts. If your financial aid record is selected for verification, any changes made during the verification process may also change financial aid award amounts.

STANDARD TERMS: FINANCIAL AID ACADEMIC YEAR AND PAYMENT PERIOD DEFINITIONS

The academic year definition is a minimum of 36 earned credits and 36 instructional weeks. The academic year is divided into three payment periods, each consisting of 12 credits and 12 instructional weeks. The following payment period begins on the date of the next term offered. Aid is awarded based on credits attempted within the term. Aid for students is packaged and disbursed using these definitions. Payment of financial aid awards are made in three equal disbursements for the academic year. Financial aid funds will be disbursed when all eligibility requirements are met and all disbursements are sent out 4-6 weeks after a student graduates.

NON- STANDARD TERMS: FINANCIAL AID ACADEMIC YEAR AND PAYMENT PERIOD DEFINITIONS

The academic year definition is a minimum of 36 earned credits and 30 instructional weeks. The academic year is divided into two payment periods, the first payment period consists of 18 credits and 18 instructional weeks and the second payment period consists of 18 credits and

12 instructional weeks. The following payment period begins when a student has successfully completed prior payment period requirements and has continued on into the next scheduled payment period. Aid for students is packaged and disbursed using these definitions. Payment of financial aid awards are made in two equal disbursements for the academic year. Financial aid funds will be disbursed when all eligibility requirements are met.

INFORM THE OFFICE OF FINANCIAL AID

Students who receive additional outside assistance must report this information to the Office of Financial Aid through their assigned Financial Aid Counselor. Students who have received any Title IV aid from a prior school or are currently receiving Title IV aid at another institution while attending Southwest University must also notify the Office of Financial Aid through their assigned Financial Aid Counselor as this other source of funding may affect students' eligibility to receive Title IV aid with SU.

STUDENT RESPONSIBILITIES

All students should accurately complete and return all applications, additional documentation, verification forms, corrections, and/or new information that are requested by any SU department or any other agency providing financial assistance. Errors or omissions may delay the disbursement of eligible funds.

Read and understand all documentation and/or agreements that are signed and submitted to any department and/or agency.

Review award letters and all other notices issued regarding the responsibilities and conditions that must be adhered to by students receiving financial aid.

Understand what portion of the financial aid package is grants and scholarships (gift-aid that does not have to be returned) and what portion are student loans (self-help aid that must be repaid or earned).

If any portion of the self-help aid is in the form of a student loan, understand the total amount of the loan, the interest rate assessed to the amount borrowed, the repayment schedule, the time-frame of the repayment schedule, and the start date for the repayment schedule.

Notify the lender of any changes to personal name, address, and enrollment status. Review and understand the amounts pertaining to the cost of attendance and the Refund Policy for Southwest University at El Paso as stated in the Financial Services section of the University Consumer Information website.

Review and comply with all rules and regulations pertaining to academic, financial aid, and University conduct policies.

Understand that any intentional misrepresentation of information on applications and/or documentations submitted for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

CONVICTION FOR POSSESSION OR SALE OF ILLEGAL DRUGS

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible;

A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.

When a student regains eligibility during the award year the University may award Pell and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

STANDARDS FOR A QUALIFIED DRUG REHABILITATION PROGRAM

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- 1) Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- 2) Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- 3) Be administered or recognized by federal, state or local government agency or court.
- 4) Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

LEAVE OF ABSENCE

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed 180 calendar days in any twelve (12) month period, and shall be for specific and acceptable purposes.

All requests for a leave of absence must be accompanied by acceptable documentation. The school attendance records will clearly show that a leave of absence has been granted. A written request for a leave of absence using the school's form, properly signed and dated by both the student and an authorized school official, must be placed in the individual student file.

A student having a documented and approved leave of absence will be allowed additional training to complete the requirements for the graduation. Additional training will be at no cost to the student. The student is not required to use this additional training if he/she has completed all requirements for graduation by the originally scheduled date.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Southwest University at El Paso provides students' progress reports/report cards and academic transcripts at the end of each academic session. This information is provided through the SU Learning Software available to all students.

Same As or Stricter Than:

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Southwest University at El Paso (SU) has established minimum standards of "satisfactory progress" for enrolled students. All students must meet SU SAP requirements. The standards for determining progress at SU are comprised of two separate measurements: qualitative and quantitative.

This standard is applicable to all students regardless of Title IV eligibility.

QUALITATIVE REQUIREMENT

Basis for Calculation:

The cumulative grade point average (GPA) will be calculated at the end of each six-week period (or at the student's request). The calculation will be based on all quarter credit hour courses completed during the grading period.

GRADE EXPLANATION NUMERIC GRADES

A	EXCELLENT	90-100	4
B	ABOVE AVERAGE	80-89	3
C	AVERAGE	70-79	2
D	BELOW AVERAGE	60-69	1
F	FAILING	BELOW 60	0
I	INCOMPLETE	NOT COMPUTED	NOT COMPUTED
W	WITHDRAWN	NOT COMPUTED	NOT COMPUTED
TC	TRANSFER CREDIT	NOT COMPUTED	NOT COMPUTED

CALCULATIONS OF GRADE AVERAGE FOR REPEATED COURSES

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student's transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours.

GRADE POINT AVERAGE AND GPA STANDARDS

Grade point average (GPA) is the quantitative measurement used for academic work. A student must maintain at least a 2.0 GPA (C average) to maintain eligibility for Title IV. Incomplete or Withdrawn grades will not be factored in when calculating GPA. Students who choose to repeat a course will have the higher of the two course grades factored into their GPA. SU does not enroll students in remedial courses or non-punitive courses. Students whose cumulative grade point average is below 2.00 after the 50% of the program's maximum allowable timeframe are not considered making satisfactory progress.

QUANTITATIVE REQUIREMENT

Measurable Progress

"Making measurable progress" is defined as the student being on pace to complete the program of study in no more than 150% of the normal program length based on the program's academic calendar. Incomplete, Repeated, or Withdrawn grades will be factored in when considering measurable progress. All transfer hours must be counted towards the 150%eligibility in order for the student to graduate within the maximum time frame.

Southwest University at El Paso does not offer non-credit courses, remedial courses, non-punitive grades or proficiency credits. Course incompletes and repetitions have no effect upon the school's satisfactory progress standards.

SAP CALCULATIONS BY PROGRAM

	1ST	2ND	3RD	4TH
PROGRAM	CALCULATION	CALCULATION	CALCULATION	CALCULATION
MA	18th Week	36th Week	42th Week	
AAS DT	30th Week	60th Week	90th Week	
AAS AT	30th Week	60th Week	90th Week	
AAS MCB	30th Week	60th Week	90th Week	
AAS HA	30th Week	60th Week	90th Week	
AAS BM	30th Week	60th Week	90th Week	
AAS MA	18th Week	36th Week	54th Week	
AAS MLT	30th Week	60th Week	90th Week	108th Week
AAS CT	18th Week	36th Week	42th Week	

Students in the following programs must have completed at least 34% of the total program and maintain a 2.0 GPA by the 1st calculation, 67% of the total program and maintain a

2.0 GPA by the 2nd calculation and 100% of the total program and maintain a 2.0 GPA by the 3rd calculation.

	1ST	2ND	3RD	4TH	5TH
PROGRAM	CALCULATION	CALCULATION	CALCULATION	CALCULATION	CALCULATION
AAS RS	30th Week	60th Week	90th Week	120th Week	150th Week
AAS MR	30th Week	60th Week	90th Week	120th Week	144th Week
AAS AND	30th Week	60th Week	90th Week	120th Week	

Students in the following programs must have completed at least 20% of the total program and maintain a 2.0 GPA by the 1st calculation, 40% of the total program and maintain a 2.0 GPA by the 2nd calculation, 60% of the total program and maintain a 2.0 GPA by the

3rd calculation, 80% of the total program and maintain a 2.0 GPA by the 4th calculation, and 100% of the total program and maintain a 2.0 PGA by the 5th calculation.

	1ST	2ND	3RD	4TH
PROGRAM	CALCULATION	CALCULATION	CALCULATION	CALCULATION
AAS DMS	30th Week	60th Week	90th Week	120th Week

Students in the following program must have completed at least 25% of the total program and maintain a 2.0 GPA by the 1st calculation, 50% of the total program and maintain a 2.0 GPA by the 2nd calculation, 75% of the total program and maintain a 2.0 GPA by the 3rd calculation, and 100% of the total program and maintain a 2.0 GPA by the 4th calculation.

	1ST	2ND	3RD	4TH	5TH	6TH	7TH
PROGRAM	CALCULATION	CALCULATION	CALCULATION	CALCULATION	CALCULATION	CALCULATION	CALCULATION
BS BM	30th Week	60th Week	90th Week	120th Week	150th Week	180st Week	210nd Week
BS HA	30th Week	60th Week	90th Week	120th Week	150th Week	180st Week	210nd Week

Students in the following programs must have completed at least 15% of the total program and maintain a 2.0 GPA by the 1st calculation, 30% of the total program and maintain a 2.0 GPA by the 2nd calculation, 45% of the total program and maintain a 2.0 GPA by the 3rd calculation, 60% of the total program and maintain a 2.0 GPA by the 4th calculation, 75% of the total program and maintain a 2.0 PGA by the 5th calculation, 90% of the total program and maintain a 2.0 PGA by the 6th calculation, and 100% of the total program and maintain a 2.0 PGA by the 7th calculation.

QUALITATIVE REQUIREMENTSAP PROBATION

Students who do not maintain a minimum of 2.0 GPA, will be considered to not meet satisfactory academic progress and will be placed on a 12 week academic probation. Students achieving a cumulative grade point average of 2.00 at the end of the probation period will be returned to good standing. Students who fail to achieve overall satisfactory progress for the program at the end of the one twelve week probationary period will be subject to academic dismissal. Students are allowed a maximum of one probation period per 12 month period. Students whose enrollment is terminated as an academic dismissal may not restart the program. The terms of the approved refund policy shall be applied.

QUANTITATIVE REQUIREMENT SAP PROBATION

Students who do not meet the minimum percentage of program completion at any given calculation will be considered to not meet satisfactory academic progress and will be placed on academic probation. Progress will be again measured at the next calculation period. Students who meet the minimum percentage of program completion will return to good standing. Students who do not meet the minimum percentage of program completion will be subject to academic dismissal. Students will not be allowed to re-enroll after being dropped for lack of measurable progress. Students are allowed a maximum of one probation period per 12 month period. Students whose enrollment is terminated as an academic dismissal may not restart the program. The terms of the approved refund policy shall be applied.

Student Who Receive Title IV Funding Must Meet The Following SAP To Remain Eligible for Title IV Funding.

1.1 PROCESS OVERVIEW & RESPONSIBILITIES

To be eligible for Title IV aid, a student must maintain satisfactory academic progress. If the student has made acceptable quantitative and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid. Financial Aid SAP standards are established by the Office of Financial Aid. The relevant SAP policies are summarized below.

1.2 FINANCIAL AID WARNING

The OFA evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If the student is still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation. (See —Financial Aid Probationll below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after receiving the warning status. The status will be conferred automatically without the student appealing his/her SAP status.

If the student does not make SAP at the end of the financial aid warning period, the student loses financial aid eligibility. The student has the opportunity to have his/her financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

1.3 STUDENT APPEAL PROCEDURES

The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period. A student may file an appeal due to a death in the family, illness, an approved medical withdrawal, extreme change in financial or legal circumstances, or compulsory military duty, or other serious reasons. The appeal must be in writing to the SAP Appeal Committee explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

A student, who wished to appeal a decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the SAP Appeal Committee. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The appeal letter must be submitted from the student to the SAP Appeal Committee within 3 business days of the student receiving the Financial Aid Ineligibility Letter. The student will be notified of the SAP Appeal Committee decision within five (5) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. The student will receive a written decision as to the status of his/her appeal and any SAP plan that may be attached to it. The SAP Appeal Committee's decision shall be final.

1.4 ACADEMIC PLAN

Students who successfully appeal will be placed on Financial Aid Probation for one term. Students must agree to an academic progress plan by the term's academic progress plan deadline. The Academic Plan is a plan developed by SAP Appeal Committee.

1.5 FINANCIAL AID PROBATION

A student who has successfully appealed an Unsatisfactory SAP status and is eligible for federal student aid for one term.

Students on financial aid probation who fail to make satisfactory academic progress by the next term will lose their financial aid eligibility.

LOSS OF TITLE IV ELIGIBILITY

Students are eligible to continue their program of study as long as they continue to meet the university's SAP policy.

FEDERAL FUNDING SOURCES

FEDERAL PELL GRANT

A Pell Grant is a free grant and is available to eligible undergraduate students who have not earned a bachelor's degree. Household size and student and family income information that is provided when completing the FAFSA determines Pell Grant eligibility.

FEDERAL DIRECT STUDENT LOAN PROGRAMS

Many students rely on federal government loans to finance their educations. These loans have low interest rates and do not require credit checks or collateral. These student loans also provide a variety of deferment options and extended payment terms.

Please note that the FAFSA must be submitted each award year and is required to establish the student's eligibility for federal student loans. Likewise, eligibility for certain loans and loan amounts may change according to the information reported on all required documentation.

These loans are funded by the U.S. government to students and parents. To be considered for this loan, students must complete a Free Application for Federal Student Aid (FAFSA).

STAFFORD LOANS

Stafford Loans are either subsidized (the government pays the interest while the student is in school) or unsubsidized (the student pays all the interest, although payments may be deferred until after graduation). To receive a subsidized Stafford Loan, students must be able to demonstrate financial need and meet general eligibility requirements.

With the unsubsidized Stafford Loan, payments may be deferred until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan if they meet the general eligibility requirements.

Repayment begins six months after the student graduates or drops below half-time enrollment. The standard repayment term is 10 years.

Annual and Aggregate Stafford Loan Limits:

The interest rate for all borrowers is determined annually and is effective on July 1. Students should contact the Office of Financial Aid for the most current interest rate that applies to Federal Student Loans. Repayment on the principle loan balance and the interest begins six months after the borrower drops below half-time enrollment status or graduates. Normally monthly loan payments for the standard repayment term will not be less than \$50 and must be repaid within the time-period specified by the terms of your repayment contract.

Direct Stafford Loan Limits (Subsidized and Unsubsidized)

	Undergraduate Students		Graduate Students
	Dependent ¹	Independent ²	
1st-Year	\$5,500 (\$3,500) ³	\$9,500 (\$3,500)	
2nd-Year	\$6,500 (\$4,500)	\$10,500 (\$4,500)	\$20,500 (\$8,500 ⁴) for each year
3rd-and-4th Year	\$7,500 (\$5,500)	\$12,500 (\$5,500)	
Aggregate	\$31,000 (\$23,000)	\$57,500 (\$23,000)	\$138,500(\$65,500)

¹Except those whose parents are unable to borrow a PLUS loan.

²These limits also apply to dependent students whose parents are unable to borrow a PLUS loan.

³The numbers in parentheses represent the maximum amount that may be subsidized.

⁴Graduate and professional students are not eligible to receive Direct Subsidized Loans for loan periods beginning on or after July 1, 2012.

⁵The aggregate amounts for graduate students include loans for undergraduate study

PARENT LOANS FOR UNDERGRADUATE STUDENTS LOANS (PLUS)

PLUS Loans are for parent borrowers. This loan provides additional funds for educational expenses and, like the Stafford loan, is funded by the U.S. Department of Education. The PLUS Loan enables parents to borrow up to the full cost of attendance less any other financial aid for each eligible dependent student. Eligibility for the PLUS loan is largely dependent on the credit rating and history of the borrower as opposed to the purely financial-need based Stafford Loan. The rate for this loan may vary from year to year. PLUS Loan borrowers must begin repayment within 60 days after the loan is disbursed. Before the PLUS Loan can be awarded, a determination must be made to see if the student is eligible for the Stafford loan. To be considered for the PLUS loan, a student must complete the Free Application for Federal Student Aid (FAFSA).

All new students at Southwest University at El Paso are required to complete entrance counseling and sign a Master Promissory Note before loan funds may be disbursed. Access this link for both Entrance Counseling and completion of the Master Promissory Note:

<https://studentloans.gov/myDirectLoan/index.action>

EXIT COUNSELING

Shortly before a student ceases to be enrolled at least half time, exit counseling must be Completed. Exit counseling for both Direct Loans can be accessed at this link:

<http://www.nsls.ed.gov>

Repayment of Loans

For information on repayment plans, options and comparisons please see:

<http://studentaid.ed.gov/repay-loans/understand/plans>

Student Disbursement Checks

All financial aid award disbursements are posted directly to the student's account.

Many times students are awarded aid in excess of the total amount of the account charges. Once funds post to the student account, the excess funds create a credit on the account. In compliance with Federal Regulations, the University will mail a student disbursement check within 14 days from the date the credit was created on the account.

It is University policy to mail all student disbursement checks to the current address on file. Students that wish to change their address must go through the Office of Academic Records to make this change.

MILITARY SCHOLARSHIP

Scholarship Award: Student could be eligible for \$1,500.00 dollars tuition reduction for a one time use. Scholarship will be applied to their last academic year financial aid package at the time of graduation

Eligibility Requirements:

Available to all veterans and dependents

Student must be at least 18 years of age.

Student must have High School Diploma or GED

Application Instructions:

To apply for the scholarship, please submit the following items:

1. Application
2. Copy of Military ID or DD214

Scholarship Application Form:

This should be placed on the top of your application packet.

Application Deadline: All applications are due

Prior to official start date.

HIGH SCHOOL SCHOLARSHIPS

This scholarship program consists of a \$1000.00 scholarship for current High School Students at the time of their enrollment.

Students must complete and receive their high school diploma prior to starting class.

Application Instructions:

To apply for the scholarship, please submit the following items:

2. Application
3. Transcripts (after 1st semester)
4. 2 letters of recommendation
5. Essay – 250 words, typed and signed

Please answer the following question: “How will this scholarship help you achieve your personal, educational, and career goals?”

Some guidelines to help you:

Make sure you include all materials in your application packet. If something is missing, you will not be considered for the scholarship.

The personal statement should NOT be a list of your achievements – we want to see your thoughts, feelings and personality shine through.

Make sure you answer the question: “How will this scholarship help you achieve your personal, education and career goals?” Writing two pages about yourself and your past accomplishments is not really answering the question. Be creative!

RETURN TO TITLE IV (R2T4) FSA FUNDS

Southwest University at El Paso is required to use a statutory schedule to determine the amount of FSA Program funds a student has earned or qualified for when he or she ceases attendance based on the period the student was in attendance.

R2T4 Official Withdrawal Date:

Students who wish to withdraw from the University may provide official notification of his or her intent to withdraw by following the school's withdrawal process available to students in the student catalog. However, for Return of Title IV Calculation purposes the date the student began the institution's withdrawal process is the withdrawal date.

R2T4 Unofficial Withdrawal Date:

Excessive Absences: Students may be unofficially dropped out from school due to meeting certain number of consecutive absences as stated in the student catalog. The student's last day of attendance would be considered as the withdrawal date.

Administrative Reasons: The date the school terminates the student's enrollment because student behavior as stated on student catalog (e.g., expels, suspends)

Percentage of Title IV Aid Earned:

Refunds of Institutional charges including tuition, fees, room and board will be calculated based on the Federal Return of Title IV Refund Policy. The Financial Aid Office must calculate the amount of FSA Program assistance the student did not earn and those funds must be returned back to the Federal Government. Up through the 60% point in each payment period, a pro rata schedule is used to determine how much FSA Program funds the student has earned at the time of withdrawal.

After the 60% point in the payment period, a student has earned 100% of the FSA Program funds. The percentage of the payment period completed is determined by the total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew. Scheduled breaks of at least five consecutive days and leave of absence days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that period (numerator). In our credit-hour non-term programs, the ending date for a period and, therefore, the total number of calendar days in the period, may be dependent on the pace at which a student progresses.

RETURN OF UNEARNED TITLE IV (R2T4) FSA FUNDS

The school must return the lesser of the following:

The amount of FSA Program funds that the student does not earn; OR The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of funds that was not earned. When we mean earned, this means the percentage of funds that was earned over time (during the term) by the student.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- ✓ Any FSA loan funds in accordance with the terms of the loan. The remaining unearned FSA Program grants (not to exceed
- ✓ 50% of the grant) as an overpayment of the grant.

The University is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. Title IV funds credited to outstanding loan balances for the payment period or for which a return of funds is required must be returned in the following order:

Unsubsidized Direct Stafford loans (other than PLUS loans) Subsidized Direct Stafford loans

Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

Federal Pell Grants for the payment period for which a return of funds is required if a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal

THE FAO'S RESPONSIBILITIES IN REGARD TO THE RETURN OF TITLE IV FUNDS POLICY INCLUDE:

1. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
2. Informing the student of the result of the Return of title IV Funds calculation and any balance owed to the University as a result of a required return of funds;
3. Returning any unearned Title IV aid that is due to the Title IV programs.
4. Notifying student and /or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable.

POST- WITHDRAWAL DISBURSEMENT

If the total amount of Title IV grant or loan assistance, or both, that the student earned, as per these calculations, is greater than the total of Title IV grant or loan assistance, or both that was disbursed to the student, or on behalf of the student in the case of a PLUS loan, as of the “withdrawal date”, the difference between these amounts must be treated as a “Post-Withdrawal Disbursement”.

In order to be eligible for a Post-Withdrawal Disbursement the student must meet the requirements of what was a previously called a Late Disbursement. The Financial Aid Officer may not make a late second or subsequent disbursement of a Subsidized or Unsubsidized loan unless the student has graduated or successfully completed the period of enrollment for which the loan was intended. Therefore, a student and/ or parent can receive a late disbursement of a student loan if it is their 1st disbursement (still must meet the 30 day requirement) or a second or subsequent disbursement if they have completed the period of enrollment. Example: A student could withdraw from our school in their 3rd term, but still receive a late disbursement for the 2nd term, which they would have completed.)

If outstanding charges exist on the student’s account, the University may credit the student’s account with all or a portion of the Post- Withdrawal Disbursement up to the amount of outstanding charges. In the case of a Direct Loan the University must receive a signed notification from the student and or parent in the case of a PLUS loan that they would like additional loan funds disbursed. This will also provide an opportunity for the borrower to cancel all or a portion of the loan.

The University must offer any amount of a post-withdrawal disbursement that is not credited to the student’s account within 30 days of the date of determination to the student or parent. This must be done by providing the “Notification Offer of a Post-Withdrawal Disbursement Form” to the student and or parent. The student and or parent have 14 days from the date of the notification to either accept or decline some or all of the Post-Withdrawal Disbursement. If the Post Withdrawal Disbursement is accepted by the student and/ or parent, the University has 120 days from the determination date to disburse funds. If the student and/ or parent never respond to the notification, the University cannot disburse the loan funds. If the student and/ or parent respond after the 14 day notification period, the University may disburse the funds or decline to do so at its own discretion. If the response is after the 14 day period and the University chooses not to disburse the funds, the University must inform the student or the parent in writing of the decision.

A Post Withdrawal Disbursement must be made from available funds first, before taking available loan funds. No permission is required to disburse Grant Funds.