

Return of Unearned Title IV Funds Calculation Form

Student Name _____

SSN _____

Withdrawal Date
(LDA) _____/_____/_____

Date Institution Determined
Student Withdrew
(Refund due within 45 days) _____/_____/_____

Step 1 Eligible Title IV Payments for Payment Period or Period of Enrollment

	Eligible Disbursed Amount	Eligible Undisbursed Amount		Eligible Disbursed Amount	Eligible Undisbursed Amount
1. FFEL Unsubsidized Stafford	\$ _____	\$ _____	6. FFEL / FDSL PLUS	\$ _____	\$ _____
2. FFEL Subsidized Stafford	\$ _____	\$ _____	7. Federal Pell Grant	\$ _____	\$ _____
3. FDSL Unsubsidized Stafford	\$ _____	\$ _____	8. ACG / SMART Grant	\$ _____	\$ _____
4. FDSL Subsidized Stafford	\$ _____	\$ _____	9. Federal SEOG	\$ _____	\$ _____
5. Federal Perkins Loan	\$ _____	\$ _____	10. TEACH Grant	\$ _____	\$ _____
I. Total Eligible Title IV Aid Disbursed: \$ _____		II. Total Eligible Title IV Aid Undisbursed: \$ _____			

Step 2 Determination of Percentages Earned & Unearned

Institutions Required to Take Attendance

Lines A & B intentionally omitted

C. Scheduled clock hours / calendar days elapsed as of withdrawal date:* _____

D. Total clock hours / calendar days in payment period or period of enrollment: _____

E. Percentage of period completed: _____%
(Line C / Line D x 100)
Round to the Nearest Tenth of a Percent

If Line E is greater than 60%, enter 100 in Line F and 0 in Line G. All aid disbursed has been earned. If there is an Undisbursed Amount from Step 1, proceed to determine if the student is eligible for a Post Withdrawal Disbursement in Step 4.

F. Percentage of aid earned: _____%
(Enter value from Line E, or 100 if Line E is greater than 60%)

G. Percentage of aid not earned: _____%
(100% - Line F)

*For Line C:

- Clock Hour Schools Use Hours Scheduled to be Completed by Student Between 1st Date of Period and Last Date of Attendance not Including Excused Absences or Leaves of Absence
- Credit Hour Schools Use Calendar Days Between 1st Date of Period and Last Date of Attendance not Including Excused Absences, Leaves of Absence, or Scheduled Breaks of 5 or more days

Institutions Not Required to Take Attendance

A. Beginning date of payment period or period of enrollment: _____/_____/_____

B. Ending date of payment period or period of enrollment: _____/_____/_____

C. Number of calendar days elapsed as of withdrawal date: _____

D. Number of calendar days in period: _____

E. Percentage of period completed: _____%
(Line C / Line D x 100)

If Line E is greater than 60%, enter 100 in Line F and 0 in Line G. All aid disbursed has been earned. If there is an Undisbursed Amount from Step 1, proceed to determine if the student is eligible for a Post Withdrawal Disbursement in Step 4.

F. Percentage of aid earned: _____%
(Enter value from Line E, or 100 if Line E is greater than 60%)

G. Percentage of aid not earned: _____%
(100% - Line F)

Step 3 Determination of Title IV Funds Earned

H. Total Eligible Title IV Aid: \$ _____ **K. Title IV Aid Amount Earned:** \$ _____
(From Step 1, Line I+II) (Line H x Line J)

J. Percentage of aid earned: _____ %
(From Step 2, Line F)

Step 4 Determination of Title IV Funds to be Disbursed or Returned

L. Total Title IV Aid Earned by Student: \$ _____
(Step 3, Line K)

M. Total Title IV Aid Actually Disbursed: \$ _____
(Step 1, Line I)

N. Additional Amount to be Disbursed (if positive), or
Amount to be Returned (if negative) \$ _____
Confirm Eligibility Before Disbursing Any Additional Funds

Proceed to Step 5 Only if Step 4 Results in an Amount to be Returned

Step 5 Determination of Amount to be Returned by Institution

O. Institutional Charges for Payment Period or Period of Enrollment: \$ _____
(Must be the actual charges assessed for the period,
or the greater of the prorated contract charges vs Title IV aid retained by school for the period)

P. Percentage of period not earned: _____ %
(Step 2, Line G)

Q. Institutional Charges Unearned: \$ _____
(Line O x Line P)

R. Amount to be Returned by Institution: \$ _____
(Lesser of Line Q or Line N)

R1. Amount to be Returned to Loan Programs: \$ _____
(Not to Exceed Total Loans Disbursed)

R2. Amount to be Returned to Grant Programs: \$ _____
(Line R - R1)

Step 6 Determination of Amount to be Returned by Student

S. Title IV Aid to be Returned: \$ _____
(Step 4, Line N)

T. Amount to be Returned by Institution: \$ _____
(Step 5, Line R)

U. Amount to be Returned by Student: \$ _____
(Line S - Line T)

U1. Amount to be Returned to Loan Programs: \$ _____ (To be repaid under loan terms)
(Not to Exceed Loans Disbursed - Line R1)

U2. Remaining Amount Owed by Student: \$ _____
[(Line U - Line U1)]

U3. Grant Protection (Step 1, Lines 7+8+9+10) x 50%: \$ _____

V. Grant Refund Owed by the Student: \$ _____
(Line U2 - Line U3. If Negative, Enter "0")