



Student Services Policies and Procedures Return of Title IV Funds

Effective Date: November 2, 2016

Board Approval: November 2, 2016

Treatment of Title IV Aid When a Student Withdraws: The law specifies how Tooele Applied Technology College (TATC) must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. TATC participates in Federal Pell Grants only.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or TATC or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement which includes only grant funds as TATC does not process Direct Loan funds. TATC may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. TATC needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

If you receive (or TATC or parent receives on your behalf) excess Title IV program funds that must be returned, TATC must return a portion of the excess equal to the lesser of:

1. TATC's institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

TATC must return this amount even if it didn't keep this amount of your Title IV program funds. If TATC is not required to return all of the excess funds, you must return the remaining amount.

The order of returning Title IV funds:

1. Unsubsidized Direct Loan

2. Subsidized Direct Staff Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
9. FSEOG
10. TEACH Grant
11. Iraq & Afghanistan Service Grant

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with TATC or the U.S. Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from TATC's refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. TATC may also charge you for any Title IV program funds that it was required to return. If you don't already know TATC's refund policy, you should ask your Student Services for a copy, or locate the policy in the Student Handbook. TATC will also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.