


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 5/01, 5/02, 12/05, 5/10, 4/14,
11/18, 3/21

No: 2-W-800-02
Last Review Date: April 2021
Required Review Date: April 2025
Administrative Unit: Registrar's Office &
Financial Aid

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Withdrawal/Return of Title IV Aid Policy

PURPOSE: To determine a student's last day of attendance for reporting, exit interviews, and other institutional follow-up. According to federal regulations governing Title IV funds, it is up to the institution to determine if the student has withdrawn regardless if the student has followed the internal withdrawal procedures. An institution must determine withdrawal date within 30 days after the start of the next scheduled term for students who do not return and do not notify the college.

EFFECTIVE FOR: Allen College Faculty, Staff, and Students

POLICY:

A. Definition of Withdrawal

Withdrawal is the action by a student ceasing to be enrolled at Allen College. In the event the student has student loans, enrollment must be a minimum of halftime as defined by the college per financial aid regulations. The withdrawal date can be in the past, present, or future. The source of withdrawal information can be the student, a representative of the student, or a faculty/staff member. The information can be written or verbal but must be documented.

B. Withdrawal is defined as one of the following:

- Transfer to another school.
- Change of major or career outside Allen College offerings.
- Acute illness which may extend beyond the time frame for an approved leave of absence.
- Academic or disciplinary dismissal.
- Failure to return from an approved or unapproved leave of absence.
- Personal.
- Death.
- Incarceration that will extend beyond the limits of an approved leave of absence.
- Failure to attend classes in conjunction with failure to complete assignments and other course requirements without an explanation.
- Non-returning.

C. Notification:

- Information from the student in either verbal or written form.
- Information from faculty or staff, either verbal or written.
- Information from parents or guardians. If the student is of legal age, a phone call must be made to the student to verify that withdrawal is indeed the student's intent. If the student does not respond and supporting evidence clearly supports that this is his/her intention, a determination will be made by the student's advisor, department chair, and the registrar as to the student's status and whether or not this is a withdrawal. Supporting evidence such as failure to attend classes and/or clinicals, failure to complete course assignments, etc. will be reviewed.
- Information from newspapers or other media forms that would verify incarceration or death. With the exception of death, a phone call must be made to the student to verify the student's intent. If the student does not respond and supporting evidence clearly supports that this is his/her intention, a determination will be made by the student's advisor, department chair, and the registrar as to the student's status and whether or not this is a withdrawal. Supporting evidence such as failure to attend classes and/or clinicals, failure to complete course assignments, etc. will be reviewed.

D. Determination:

At the time the circumstances meet the withdrawal criteria, the last date of attendance is to be determined. Please refer to the "Last Day of Attendance" SOP.

PROCEDURE:

If any of the conditions listed in section C exist and a determination has been made that a withdrawal condition is present, the following steps shall be followed:

1. Notification is given to the Registrar by the student to start withdrawal process.
2. The exit interview materials are emailed to the student within 30 days of the last date of attendance or determination of withdrawal.
3. A withdrawal form will be sent to the student once notification of the withdrawal is distributed from the Registrar.
4. In the case of incarceration or death, the withdrawal form will be completed by the registrar's office with the last day of attendance per established guidelines, noted with incarceration or death, and filed as the student's exit information and corresponding files.
5. If the student fails to complete the withdrawal process, the academic transcripts may be held in the case of an outstanding account balance.

Further procedural guidelines are outlined in detail on the departmental withdrawal form.

E. Return of Title IV Funds:

When it is determined that a student receiving federal aid has fully withdrawn, financial aid staff will be notified and perform the following within 45 days of the date the withdrawal is determined:

1. Indicate withdrawn ("W") in NSLDS Enrollment Reporting

2. Complete a Return to Title IV (R2T4) calculation via Common Origination & Disbursement system (COD) to determine the amount of Title IV aid earned by the student.
3. If any amount must be returned to the Department of Education based on the R2T4 calculation, financial aid staff will adjust the appropriate fund accordingly and make the adjustment to the student's award and bill in conjunction with the billing office.
4. The student's loan(s) and/or grant(s) will be adjusted on COD.
5. The student will be informed electronically of adjustments made to their federal aid. The student will be provided a copy of their R2T4 and be given repayment information to pay their bill with Allen College if the adjustments to financial aid resulted in a bill at the school.
6. The student will also receive exit information for repaying their federal loans to the Department of Education.

Regulations followed when returning Title IV Funds:

1. Percentage earned: The percentage of Title IV grant or loan assistance that has been earned by the student is equal to the percentage of the payment period or period of enrollment that the student completed as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period or period of enrollment. *34 C.F.R. §668.22(e) and (f)*
2. Order of return of Title IV funds: *34 C.F.R. §668.22(i)*
 - a. Loans
 - i. Unsubsidized Federal Direct Stafford Loans
 - ii. Subsidized Federal Direct Stafford Loans
 - iii. Federal Direct PLUS received on behalf of the student
 - b. Federal Pell Grants
 - c. Iraq and Afghanistan Service Grants
 - d. Federal Supplemental Education Opportunity Grants (SEOG)
3. Post-withdrawal disbursements: If it is determined a student is eligible for a post-withdrawal disbursement, the disbursement will be applied to the student's account first and any excess credit generated will result in a refund being issued to the student within a week of the credit being generated. If a student is eligible for a loan disbursement, post-withdrawal, they will be notified within 30 days of their withdrawal date and have 14 days to respond. If they are eligible for a grant, the grant will be disbursed within 45 days of their withdrawal date. *34 C.F.R. §668.22 (a)(5) and (6); 34 C.F.R. §668.164(j)(h)*
4. Return of unearned aid: If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student is responsible for repaying the excess funds in accordance to the Department of Education's regulations. *34 C.F.R. §668.22(h)*