

The Department of Education requires institutions participating in the Title IV Federal Financial Aid programs to maintain a written policy regarding federal financial aid recipients who withdraw or otherwise fail to complete the semester for which their financial aid was disbursed.

Title IV Federal financial aid is awarded to students under the assumption that the student will attend school for the entire period for which the assistance is offered. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds they were originally scheduled to receive. Title IV funds include Pell grant, Supplemental Education Opportunity Grant (SEOG), Iraq Afghanistan Service Grant, TEACH Grant, and Federal Direct Loans (subsidized, unsubsidized, Parent PLUS, and Graduate PLUS)

An official withdrawal occurs when a student notifies a school official (i.e., Advisor, Records Office, Financial Aid Office) of intent to withdraw or follows the published process for withdrawing from the University prior to the end of the semester. The last documented date of attendance at an academically related activity may be used as the withdrawal date if this date more accurately reflects the student's withdrawal date. Failure to attend scheduled courses does not constitute an official withdrawal. For on-campus traditional students, a student must contact the Student Success Office and complete an official withdrawal form in their online portal.

Upon the school's determination of a student's complete withdrawal, the Financial Aid Office will complete an R2T4 calculation as soon as possible. Any post withdrawal disbursement of loan funds will be offered within 30 days of the date of the school's determination that the student withdrew. Any unearned funds and/or post-withdrawal disbursement of grant funds will take place within 45 days of the date of determination.

Students whose program of study or course work does not span the entire length of the payment period are considered to be enrolled in courses offered in modules. Students enrolled in modules are considered withdrawn if they do not complete all the scheduled days in a module that was used to determine eligibility for federal aid. Students are **not** considered withdrawn if:

- The student successfully completes one module or a combination of modules that contain at least 49% of days within the semester. Successful completion is defined as earning a letter grade of A, B, C, or D.
- The student successfully completes coursework that represents half time enrollment (6 credits undergraduate/ 3 credits graduate).
- The student provides written confirmation of their intent to return to a later module within the same semester.

Students enrolled in modules, who meet at least one of the above criteria will be granted an R2T4 exception and no adjustments to their federal aid will occur.

Unearned funds will be returned as required by the school. When funds are returned from a student's account, the student will be responsible for any balance due. The Student Accounts Office will bill for any unpaid charges.

If a student has completed all requirements for disbursement of aid prior to complete withdrawal and before receiving a federal aid disbursement, they are eligible for a post-withdrawal disbursement to their student account. Post-withdrawal funds will be included in the return calculation

- If the post-withdrawal disbursement includes federal direct loan funds, a notice will be sent to the student requiring acceptance of loan funds. Students must respond to the post-withdrawal notice within 14 business days. No post-withdrawal federal loan funds will be disbursed without student acceptance.
- If the post withdrawal disbursement includes federal grant funds, such as a Federal Pell Grant, the funds will be disbursed to the student account without additional acceptance.

All post withdrawal disbursements, whether comprised of grants or loans, must be disbursed to a student's account within 180 days of the date of withdrawal determination.

Students completing more than 60% of the payment period (a.k.a. semester) are considered to have earned all funds disbursed.

Students who fail all semester courses attempted are assumed to have ceased attendance. These students are considered an "unofficial withdrawal". An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes. A return calculation is required for all unofficial withdrawals. Greenville University is not required to take attendance. Instructors report last date of academically related activity when submitting failing grades for the semester. The Financial Aid Office reviews the grade report and uses it to determine if the student stopped attending courses and the date of withdrawal.

The Financial Aid Office notifies students when a federal return calculation is performed, the amount of and programs federal funds were returned to, and their obligation to repay any account balance incurred as a result of the federal return calculation. This notification is emailed to the student's email address on file.

Federal Return of Title IV Funds (R2T4) Calculation

The amount of federal Title IV funds earned is based upon the percentage of the period of enrollment (semester) completed. The percentage is calculated by dividing the number of days completed (as of the date the student discontinues enrollment) by the total number of days in the semesters as determined by Financial Aid Office in compliance with federal regulations. The percentage is used to determine earned and unearned aid. If any aid is determined to be unearned, it must be returned to the appropriate financial aid program within 45 days of the date of determination.

Federal aid will be returned in the following order, up to the total net amount disbursed from each source:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Parent or Graduate PLUS Loans
4. Pell Grant
5. Iraq and Afghanistan Service Grant
6. FSEOG
7. TEACH Grant