2014-2015 CWU Policy for Return of Aid Funds

A) This policy speaks directly to financial aid recipients who withdraw from the university, are expelled, or otherwise fail to complete a credit in any given quarter. 1) Institutional aid will be prorated and repaid to the institution. 2) State aid will be prorated and repaid to state programs. 3) Federal aid will be prorated and returned to the federal programs. Please Note: All students will be held to the Satisfactory Progress Standards for future financial aid eligibility.

B) The student is required to identify their last day of attendance which may then be corroborated with instructors. The policy is applied using the last day of active participation in an academic course. Active participation in online courses requires participating in a class discussion, submitting an assignment, or taking a test. Logging on to the online service, i.e. Blackboard or Canvas, is not active participation.

1) Student who formally withdraws:
   a) The amount returned to the State will be prorated by the % of the quarter not completed x 50% and returned to the program.
   b) Federal Aid returned will be prorated by the % of quarter not completed times the institutional charges; the resulting funds will be returned in priority order to the programs listed below.
   c) Institutional funds will be prorated using the federal formula and returned to the institutional program.

2) A student who attends 60% of the quarter before formally withdrawing: will not be required to repay federal or institutional aid.

3) A student who attends 50% of the quarter before withdrawing will not be required to repay state grant aid.

4) A student who does not withdraw but who stops attending (unofficial withdrawal): The school will assume that any student who fails to earn credits (see Satisfactory Academic Progress Policy) during a quarter stopped attending.
   a) All State grants will be reversed at 50% completion (repaid to program).
   b) Federal and Institutional aid will be returned using 50% completion of quarter.
   c) The student may, within 14 days of notification, provide documentation that he/she took a final in one of his/her classes during that quarter, which, if corroborated by the instructor, will eliminate the need to repay aid.

5) A student who is documented “No-show” (NS) in all courses is required to immediately repay all aid to federal, state, and institutional sources. A student who received Pell Grant or a state grant and receives any NS grade in any course will have those grants pro-rated to match actual enrollment.

C) The University must return federal financial aid up to the amount of University charges. The Federal Return of Title IV Funds will be calculated and students will have 45 days to repay federal aid or make arrangements for repayment. If they do not repay or make payment arrangements within 45 days, their aid amounts will be reported to the federal government as an overpayment, and the student will need to repay the federal government directly. The returned aid will be in proportion to university charges and the number of calendar days remaining in the quarter. Federal financial aid that applied toward university charges will be repaid in the following order:

   Federal Funds will be repaid in this order:
   1. Federal Direct Unsubsidized Stafford/Ford Loan
   2. Federal Direct Subsidized Stafford/Ford Loan
   3. Federal Perkins Loan
   4. Federal Direct Graduate PLUS loan
   5. Federal Direct Parent Loan for Undergraduate Students
   6. Federal Pell Grant
   7. Federal Supplemental Educational Opportunity Grant

D) Students will have 45 days to repay state grant aid or make arrangements for repayment. If they do not repay or make repayment arrangements within 45 days, their grant amount will be reported to the state as an overpayment, and the student will need to repay the state directly.

   State Funds will be repaid by this formula:
   1. Calculate the % “earned” based on days of attendance (fully earned at 50% if completing a formal withdrawal).
   2. Subtract that amount from the amount disbursed to equal “unearned” funds.
   3. Recalculate 50% of unearned funds for official withdrawals.
   4. Recalculate the full unearned portion for unofficial withdrawals; use earliest date, either last day of attendance or 50% of qtr. Do not reduce return by 50% if they failed to do formal withdrawal.
   5. In case of a NS grade, state grants will be recalculated to cover only actual enrollment.
6. Do not proceed against an estate in case of death.

E) Institutional Aid will be returned as follows:
   1. Grants
   2. Waivers

F) Other Aid including outside resources and faculty secured grants will only be returned by request of the donor or if required by initial agreement.

G) The rules for Return of Title IV funds also require a calculation to determine if grant aid that did not apply to institutional charges must be returned by the student. Repayment of need-based federal grant aid that was not applied to an institutional expense will be reduced by the amount repaid by the university and then reduced by half. The Office of Financial Aid will calculate the required amount and notify the student of the amount that is due to the university. The resulting obligation must be paid to the university within 45 days unless arrangements to extend the time are made with the Office of Student Accounts. Overpayments of federal aid will be reported to the National Student Loan Data System (NSLDS) after 45 days have elapsed if a student has not made payment to the university or arranged a repayment plan with the Office of Student Accounts.

H) Students who attend through and formally withdraw on or after the following dates (attended 60% of quarter) are not required to repay federal or institutional aid (state aid is fully earned at 50% attendance).

   - **Fall 2014**, no repayment on or after: November 10, 2014
   - **Winter 2015**, no repayment on or after: February 18, 2015
   - **Spring 2015**, no repayment on or after: May 13, 2015
   - **Summer 2015** (full session), on or after: July 27, 2015

Any credit for tuition or housing payments will be applied to the charges created by the Return of Title IV and other refund actions. Financial aid recipients may owe the University fees that were originally paid with financial aid.

**EXAMPLE:** 1) OFFICIAL WITHDRAWAL prior to or on 60% OF QUARTER: A student receives $1000 federal loan, $400 Pell grant, and $400 in state grant and $200 CWU waiver for fall quarter and then withdraws on October 10th. He was charged $1000 tuition and received a $1000 check on disbursement day. He attended up to the day he withdrew on October 10, completing 20% of the quarter. The university will calculate the amount to be repaid from institutional, state, and federal sources and will notify the student that he has 45 days to either repay the aid or arrange a repayment plan with the university.

   a) The student’s tuition refund and any room and board refund (had he lived in a dorm) will apply toward the repayment of aid.
   b) The aid must be repaid within 45 days, or he/she may (within 45 days) make arrangements for payments with the Office of Student Accounts.
   c) If the aid is not repaid, and repayment arrangements have not been made within 45 days, the repayment amount will be reported to NSLDS as an overpayment. This will preclude the student from receiving financial aid at all colleges and universities until the overpayment debt is satisfied.

**EXAMPLE:** 2) UNOFFICIAL WITHDRAWAL: The student does not withdraw but receives no passing grade. Aid will be recalculated using the assumption the student attended 50% for the federal calculation. 100% institutional aid, 50% of state aid; federal aid will be calculated as above assuming attendance through 50% of the quarter. A letter will be sent giving him/her 14 days to document completion of a final. If attendance is corroborated by the instructor of the course, the calculation will be reversed. If a student has a NS grade, need based gift aid will be recalculated accordingly. When attendance is documented, aid will be repaid using the last day of attendance as verified by instructor or 50%; whichever is earliest. The student has 45 days to pay or make repayment arrangements; if 45 days elapses without payment or payment arrangements, the repayment will be reported to NSLDS as an overpayment.

**EXAMPLE:** 3) If the student receives any NS grades, aid will either be canceled or reduced as appropriate. The amount canceled will create a debt that is due immediately. Any such student who received a Pell, SEOG, or Perkins Loan will be reported to NSLDS as one who received an overpayment after 45 days have elapsed if a student has not made payment to the university or arranged a repayment plan with the Office of Student Accounts.