



UNIVERSITY OF  
NORTHERN COLORADO

# Withdrawals and the Return of Title IV Funds Policy

**Office of Financial Aid**  
1051 22<sup>nd</sup> St. | Campus Box 33 | Greeley, CO 80639  
<https://www.unco.edu/financial-aid/>

O: (970) 351-4862 | F: (970) 351-3737

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Aid (OFA) works closely with the Office of the Registrar and Student Account offices when a student had aid disbursed. If the student's aid has not disbursed, then the aid will be held depending on the circumstances. In cases of death, UNC makes no post-withdrawal disbursements.

## UNIVERSITY CHARGES

University charges used for R2 calculation are tuition and fees, university room and board, and other charges that are paid directly to the University. Fees that are required of students in a program are included in the calculation. Health insurance charges and required course materials that can be purchased from the University, such as books, are not included in the calculation. incidental charges such as a parking pass or a lost ID are not included.

## PERCENTAGE OF AID EARNED

A student's percentage of earned aid is the number of calendar days a student attends divided by the number of calendar days in a term. Institutionally scheduled breaks of five or more consecutive days are excluded from the calculation. The day a student withdraws is counted as a day of attendance if the student withdraws during a break period, the last day prior to the break is used as the last day of attendance. The official withdrawal date recorded by the Office or the Registrar is used as the last day a student engages.

## EARNED/UNEARNED FEDERAL AID

Earned federal financial aid is prorated according to the percentage of the individual term completed. The amount of unearned federal aid is the total amount of federal aid less the portion of earned federal aid.

The amount of unearned federal aid is divided into two categories: (A) Unearned aid attributed to university charges (tuition and fees) and (B) unearned aid attributed to all other expenses (non-university expenses). Regardless of the order and method in which tuition and fees are paid, unearned federal aid is attributed toward university charges first, then toward non-university expenses.

## RESPONSIBILITY OF THE UNIVERSITY FOR RETURN OF UNEARNED AID

The University must return the lesser of the calculated total amount of unearned Title IV assistance or an amount equal to the total university charges the student incurs for the payment period multiplied by the percentage of awarded Title IV grant and loan assistance that has not been earned by the student.

If, due to the withdrawal calculation, an overpayment occurs as a result of a portion of the loans or grants received at the beginning of the semester, the University will automatically pay this to the government on the student's behalf. If it results in an account balance, these charges will then appear on the bill the student will receive from the Student Accounts Office.

If we determine a student has received an overpayment of FSEOG funds, we adjust the UNC ledgers, the financial aid records, and the student's account. If a student makes a payment on a FSEOG award in the current year, UNC deposits that money in its federal funds account and awards it to other qualified students. If a student makes a FSEOG payment for a prior year, the funds are returned to the Department. Finally, if UNC receives any payments for previous year's



- a. \$886.80 is allocated to the Federal Pell Grant. Federal regulation requires the student pay only 50% of the initial allocation. The student must pay \$444 back to the Federal Pell Grant program.
  - b.  $\$922.20 - \$886.80 = \$35.40$  is allocated to FSEOG. Federal regulation requires the student pay only 50% of the initial allocation. The student must pay \$18 back to the FSEOG program.
  - c. The student must repay a total of  $\$444 + \$18 = \$421$  under this category. UNC returns these funds to the respective programs and bills the student for repayment.
6. The student owes a total of \$1,206 in unearned federal aid: \$763 for university charges and \$444 for non-university expenses.

## EXAMPLE 2

A student withdraws before the drop/add date and completes 15 days of a 110-day enrollment period. She received a total of \$6,742 in federal financial aid as follows: \$1,650 Federal Pell Grant; \$2,667 subsidized Federal Stafford Loan; \$2,425 unsubsidized Federal Stafford Loan. Their total university charges are \$1,725.00.

1. % of earned federal aid =  $15/110 = 13.6\%$
  2. % of unearned federal aid =  $100\% - 13.6\% = 86.4\%$
  3. Total amount of unearned federal aid =  $86.4\% \times \$6,742 = \$5,825.09$
  4. Amount of unearned federal aid attributed to university charges =  $86.4\% \times \$1,725.00 = \$1,490.40$
- a. The University must return \$1,490 to the student's Unsubsidized Federal Stafford Loan.
  - b.

UNC informs the parent or student in writing of their acceptance/possibility of a post-withdrawal disbursement of loans within 30 days of the University's determined date of withdrawal. This notification includes information that:

- x Identifies the type and amount of the loan funds UNC wishes to make to the student's account or disburse directly to the student or parent.
- x Explains to the student or parent they may accept or decline all, or a portion of the funds.