

Section 13: Withdrawal & Return of Title IV Funds Policy

13.1 Policy

The following policy and procedures apply to Title IV recipients who officially or unofficially withdraw from all courses in a payment period. This policy is not applicable to students who drop some of their classes but remain enrolled in others. Federal Work-Study (FWS) funds are not included in any of the calculations for the return of funds. Calculations are rounded to the nearest dollar for all federal direct loans, federal grants, and state and institutional aid sources.

If a student does not fully withdraw but meets the following requirements, a Return of Title IV calculation must be performed.

- Student receives federal aid.
- Student is simultaneously enrolled in courses applicable and not applicable to a degree program then subsequently drops all courses applicable to aid.

In this scenario a Return of Title IV calculation is performed according to our policy.

Loan Eligibility

The following policy applies to Title IV recipients who officially or unofficially withdraw from all courses or drop classes in current or subsequent modules. Any student who initially enrolls as a half-time student as set forth by the Federal Student Aid Handbook established eligibility for a Federal Direct Loan. If the student is enrolled half-time at the time of the loan disbursement, and attends one day of at least one class, the student maintains eligibility for their loan regardless if their enrollment status changes in a subsequent session.

Pell Grant and Scholarship Eligibility

Initial award amounts are based on a student's enrollment status. Grant and/or scholarship awards are adjusted for a student who drops a class before the census date. Grant and/or scholarship awards are adjusted for a student who drops a modular class prior to the beginning of the module through the module's census date.

13.2 Determining the Withdrawal Date

The withdrawal date for an official withdrawal is determined as the date the student began the withdrawal process, unless a last date of attendance (LDA) is reported. An unofficial withdrawal occurs when a student does not begin the school's withdrawal process or notify the school of intent to withdraw, but ceases attending all courses in a payment period, including Stopped Attending (FA) & Never Attended (FN) grades. In this case, the withdrawal date is the midpoint of the payment period for which Title IV funds were disbursed unless a more accurate date can be determined by the class instructor.

If the student officially drops a class, the instructor can report that the student did not ever attend the class. If it is determined the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss or other such circumstances beyond the student's control, an appropriate withdrawal date will be determined.

A modular withdrawal occurs when a student registers for courses offered in modules and does not complete the entire enrollment period or drops a course and does not notify the Office of Student Financial Aid of his/her written confirmation to attend a future course. The date of determination is the date the student drops the course, or the last date of academic activity, whichever is earlier.

Reference: Federal Student Aid Handbook Ch. 2, Volume 5, Withdrawals from Programs Offered in Modules

13.3 Determining the Percentage of the Period of Enrollment Completed

Once a withdrawal date is established, the percentage of the payment period the student completed is calculated in order to determine the portion of the period not completed. These percentages then determine the corresponding percentages of earned and unearned aid. The percentage completed is determined by dividing the total number of

calendar days comprising the payment period for which assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew. Breaks of 5 days or more are excluded from both the denominator and the numerator for the purposes of calculating the percentage of the period of enrollment completed.

The Office of Student Financial Aid determines how many days the student attended. The date used to determine the number of days completed is the last class the student dropped or reported as having ceased attendance. The number of days completed is then divided by the total number of days in the semester.

In the case of modular withdrawals, the total days of scheduled attendance is included in the denominator, and the completed days in the numerator. In some cases, however, the total number of days is not included in the denominator. For example, if a student is enrolled in Spring I and Spring II courses and drops the Spring II course while enrolled (and attending) the Spring I course, the Spring II dates are not included in the denominator. This is only true for situations that involve an actual drop.

This is not the case with unofficial withdrawals from modules. If the same situation exists and applies to an unofficial withdrawal, all dates are included in the denominator. An unofficial drop occurs when a student does not formally drop the class but ceases to attend. The Office of the Registrar requests that faculty report, through AP OneStop, a student's last date of attendance. Once the last date of attendance is determined, the percentage is calculated using the above-mentioned procedure.

13.4 Written Confirmation of Future Attendance in a Payment Period

For a payment period in which courses in the program are offered in modules, a student is not considered withdrawn if the institution obtains written confirmation from the student at the time that would have been a withdrawal. The written confirmation must include which module the student will attend that begins later in the same period. A student may change the date of return to a module that begins later in the same payment period, provided that the student does so in writing prior to the return date that he or she had previously confirmed.

If written confirmation of future attendance is obtained but the student does not return as scheduled, the student is considered withdrawn from the period. In this scenario, the student's withdrawal date and the total number of calendar days in the payment period or period of enrollment is the withdrawal date and total number of calendar days that would have been applied if the student had not provided written confirmation of a future date of attendance.

In the event a student withdraws from courses, the institution notifies the student via email and includes information related to written confirmation. Our office allows the student to respond with written confirmation within seven business days, before processing a Return of Title IV Calculation (R2T4). If the student fails to respond in a timely manner, an R2T4 is completed and the student notified. If a student withdraws from a program offered in modules during a payment period and reenters the same program, at the same enrollment status and prior to the end of the period, the student is eligible to receive Title IV funds for which he or she was eligible for prior to withdrawal.

Reference: 34 CFR 668.22(a)(2)(ii) and (iii)

13.5 Calculation of Title IV Funds Earned

If the percentage of the payment period is less than or equal to 60.04%, this percentage becomes the percentage of earned aid. If the percentage of the payment period is greater than 60.04% (60.05% or greater is rounded to the third decimal point to be 60.1%), then 100% is used for the percentage of earned aid.

The earned percentage is multiplied by the total amount of Title IV grant and loan funds that was disbursed (and that could have been disbursed) to the student for the payment period for which it was awarded as of the determined withdrawal date. Loans not originated and disbursed at the time of the withdrawal date can be considered as "aid that could have been disbursed" if the student has signed a promissory note. In accordance with late disbursement rules, the amount that "could have been disbursed" is any awarded aid for which the student qualified as of the withdrawal date, but that had not yet been disbursed.

The school has 180 days from the date of withdrawal determination to make a post withdrawal disbursement of earned aid. The school may credit the student's account for tuition, fees, room, and board without the permission of the student or parent.

13.6 Calculation of Title IV Funds Unearned

If the student has earned more than 60.05%, no return of funds is necessary. If the percentage earned is 60.04% or less, then that amount is subtracted from 100%, and the result is the unearned percentage.

School: The school must return the lesser of: 1) the unearned amount of Title IV aid; or 2) the amount equal to the student's total institutional charges for the period, multiplied by the unearned percentage. The school has 45 days from the date of determination of withdrawal to return unearned Title IV funds.

Student: The student must return the unearned amount of Title IV aid minus any funds the school returned. Grant funds to be repaid are limited to the amount by which the original overpayment amount exceeds half of the total grant funds received by the student. A student, or parent for a PLUS loan, is required to repay the calculated amount attributable to a Title IV loan program according to the terms of the Master Promissory Note (MPN). Essentially, this means that when a repayment amount, due to a withdrawal, is calculated and attributed to a student's Title IV loan, the student is not responsible for immediately returning that amount. That amount is repaid when the loan enters repayment status in accordance with the terms of the MPN. (This includes Perkins)

13.7 Order of Required Returns by the Institution

The Department of Education requires that unearned funds be returned in a manner that is in the best interest of the student. Based upon federal guidelines, unearned Title IV funds are returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Perkins Loan
4. Direct PLUS Loans
5. Federal Pell Grant
6. Federal SEOG
7. Federal TEACH Grant
8. Iraq Afghanistan Service Grant

Reference: Federal Student Aid Handbook, Volume 5, Chapter 2

13.8 Post-Withdrawal Disbursements

When processing a return calculation, include any loan disbursements, which are guaranteed but not disbursed as "Could Have Been Disbursed", whether or not the student is eligible to receive it as a post-withdrawal disbursement. These funds should only be included as "Could Have Been Disbursed" if the student signed their master promissory note. The post-withdrawal disbursement must be made within 180 days of the school's determination that the student withdrew. The school is allowed to credit any Title IV grant funds to the student's account for outstanding current semester charges without the student's permission. If loan funds can be used to credit the student's account, the school is required to notify the student (or parent in cases of PLUS loans) within 30 days to allow the opportunity to cancel all or part of the loan. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

Verification

Unless a student subject to verification has provided all required verification documents in time for the school to meet the R2T4 deadlines, the school includes as aid disbursed or aid that could have been disbursed in the R2T4 calculation only those Title IV funds not subject to verification. If a student who failed to provide all required verification documents in time for the school to meet the R2T4 deadline later provides those documents prior to the applicable verification deadline, the school must perform a new R2T4 calculation based on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.

Regardless of the amount owed on the student account, the school must have student or parent written authorization to credit the student's account with any Title IV loan funds. If a student does not owe outstanding current semester charges, any post-withdrawal disbursement is offered to the student or parent. A notification of the offer is sent via letter within 30 days of the school's determination that the student withdrew. The letter must identify the type and amount of the funds. If loan funds are available, the school must explain that the student or parent has the option to accept/decline all or part of the loan. The letter must also inform the student or parent that a response must be received within 14 days of the date of notice. If the school does not receive a response, no further disbursement is made. If the response is received in a timely manner, the funds must be disbursed within 180 days. Exceptions can be made at the discretion of the Director of Student Financial Aid for responses received after 14 days. If the request is denied due to a late response, the school sends the student or parent a letter.

Reference: Federal Student Aid Handbook, Volume 5

13.9 State, Institutional, and Private Aid

13.9.1 Tennessee Educational Lottery Scholarship Program (TELS)

Students receiving Hope, Merit, Aspire, or Access scholarships are awarded based on attempted hours for the current semester. Students who withdraw from the university within the first 14 days of the semester will have their scholarship(s) cancelled and billed for the semester. If this results in a continuing student not being continuously enrolled in courses, the Lottery Scholarship is permanently cancelled. Students who drop hours during the first 14 days of the term will have their scholarship(s) prorated up to the 14th day of the semester (census date). After census date, if a student has a change in enrollment status from full-time to less than full-time, eligibility will be lost. If a student has less than full-time enrollment as of the census date and has a change in enrollment status, eligibility will not be lost unless the enrollment status drops the student below half time.

Change of status is checked for withdrawals and FA/FN grades by running appropriate reports and determining eligibility based on the changed hours. If a student registers for additional courses to bring them back up to their original enrollment status, they may be eligible to regain eligibility.

A permanent loss of eligibility due to a change in enrollment status may be appealed. If the appeal is approved, reinstatement will occur.

13.9.2 Tennessee Promise Scholarship

Students receiving the Tennessee Promise Scholarship must be enrolled at least full-time to be eligible for an award, unless it is their final semester prior to graduating with an Associates Degree. Students who withdraw from the university within the first 14 days of the semester will have their scholarship cancelled. Students who drop hours during the first 14 days of the term, resulting in less than full-time enrollment, will have their scholarship cancelled. Initial award is based on hours of enrollment (12 or more). Students who drop hours during the first 14 days of the term, resulting in a change from the initial awarded hours but at least full-time, will have their awards pro-rated to the correct credit hours amount. After census date, if a student has a change in enrollment status from full-time to less than full-time, eligibility will be lost for subsequent semesters.

Change of status is checked for withdrawals and FA/FN grades by running appropriate reports and determining eligibility based on the changed hours. If a student registers for additional courses to bring them back up to their original enrollment status, they may be eligible to regain eligibility.

A permanent loss of eligibility due to a change in enrollment status may be appealed. If the appeal is approved, reinstatement will occur.

13.9.3 Tennessee Reconnect Grant

Students receiving the Tennessee Reconnect Grant must be enrolled at least half-time to be eligible for an award. Students who withdraw from the university within the first 14 days of the semester will have their scholarship cancelled.

Students who drop hours during the first 14 days of the term, resulting in less than half-time enrollment, will have their scholarship cancelled. Initial award is based on hours of enrollment (6 or more). Students who drop hours during the first 14 days of the term, resulting in a change from the initial awarded hours but at least half-time, will have their awards pro-rated to the correct credit hours amount. After census date, if a student has a change in enrollment status from half-time to less than half-time, eligibility will be lost for subsequent semesters.

Change of status is checked for withdrawals and FA/FN grades by running appropriate reports and determining eligibility based on the changed hours. If a student registers for additional courses to bring them back up to their original enrollment status, they may be eligible to regain eligibility.

A permanent loss of eligibility due to a change in enrollment status may be appealed. If the appeal is approved, re-instatement will occur.

13.9.4 Tennessee Student Assistance Award (TSAA)

Students receiving the TSAA award will be awarded based on attempted hours for the current semester. Students who drop hours during the first 14 days of the term will have their award prorated by their current enrollment status up to the 14th day of the semester (census date). Students who stop attending classes after the census date may still have their award(s) adjusted due to FA or FN grades.

Students who withdraw from the university during the first 14 days of the semester will have their award(s) cancelled. Any student who withdraws or drops hours after the census date is eligible for 100% of the scholarship award.

13.9.5 Institutional Scholarships

Generally, students must be enrolled full-time to be eligible for institutional scholarships. Students who withdraw from the university within the first 14 days of the semester will have their scholarship cancelled. With the exception of APSU Promise (formerly President's Community College Graduate Scholarship) and Transfer Deans, students who drop hours during the first 14 days of the term, resulting in less than full-time enrollment, will have their scholarship cancelled. With the exception of APSU Promise (formerly President's Community College Graduate Scholarship) and Transfer Deans, if a student has a change in enrollment status after the census date from full-time or more to less than full-time, eligibility will be lost for subsequent semesters.

Change of enrollment status is checked for withdrawals, FA/FN grades, and incompletes by running appropriate reports and determining eligibility based on the changed hours.

Any loss of eligibility due to change in enrollment status may be appealed. If the appeal is approved, re-instatement will occur.

13.9.6 Foundation Scholarships

Donors determine any enrollment requirements for foundation scholarship eligibility. The requirements are utilized when awarding these funds. Students who withdraw from the university within the first 14 days of the semester will have their scholarship cancelled. Students who drop hours during the first 14 days of the term, resulting in not maintaining specific enrollment requirements, will have their scholarship cancelled.

13.9.7 External Scholarships

Student Account Services administers the awarding of external scholarships. Student Account Services notifies the Associate Director of Student Financial Aid when scholarship funds are received. The Associate Director updates the RPAARSC Banner form to include the outside resources. Any over awards caused by the resources are resolved. Once over awards are resolved or if no over award exists, the Associate Director responds to Student Account Services and approves application of external scholarships to student accounts.

Student Account Services maintains documentation provided by external scholarship foundations. If enrollment requirements are included, Student Account Services follows the foundations' guidelines to determine if reduction or

cancellation of scholarships is required. If a foundation does not include enrollment requirements, scholarship reduction or cancellation due to enrollment status change is not required.

13.10 Unofficial Withdrawals, Attendance Reporting & Changes in Aid Eligibility

Unofficial Withdrawals

Federal regulations require schools to identify students who may have withdrawn during a semester without providing official notification. These students are classified as unofficial withdrawals for that semester, and their eligibility could be recalculated based on the unofficial withdrawal date. The institution is permitted to use the mid-point of the term as the student's withdrawal date. APSU, in accordance with federal guidelines, uses either the 1) actual date from the instructor's attendance records or 2) the mid-point of the term.

Reference: 34 CFR 668.22(c)(iii)

Attendance Reporting & Changes in Eligibility

By census, instructors are required to verify the current attendance status for their students. Students can be reported as either 1) attending, 2) stopped attending, or 3) never attended. Students reported as never attending will automatically be assigned a last date of attendance. Instructors who report a student as stopped attending are required to provide a date to verify the actual date the student stopped attending. Faculty members can use the actual date the student stopped attending, or the mid-point of that term. Any student who has a change in enrollment status due to attendance reporting will have their aid adjusted to coincide with their new enrollment status. Refer to the FA/FN Grade Change Policy.

13.11 Refund Exceptions

Refund exceptions occur when the school grants either a 100, 75, or a 25 percent institutional refund, but does not retroact the withdrawal date. If the student withdraws before 60% of the term, the Return of Title IV Calculation is computed as normal. If the student withdraws at 60.05% or after, the student has earned his or her aid for the semester. Institutional refunds do not affect the Return of Title IV Calculation in regards to the student's original charges. Institutional charges used in the calculation are usually the charges initially assessed for the student for the entire payment period. Initial charges may only be adjusted by those changes the institution made prior to the student's withdrawal (for example, for a change in enrollment status unrelated to the withdrawal). Institution charges may not be reduced even other sources of aid are used to pay those charges.

Reference: Federal Student Aid Handbook Ch. 2, Volume 5, Institutional Charges

13.12 Purged After First Day of Term

Federal regulations state that if a student attends even one day of one class, the student has earned some portion of financial aid. In the case that a student is purged after classes start, it must be determined whether or not the student attended classes prior to the purge date. The school must have evidence to support attendance from faculty, school systems, or records to verify attendance. If it is determined that a student attended prior to the purge date, the student has earned some portion of their Title IV aid, despite having received a 100% tuition adjustment. If the school cannot document that a student commenced attendance for the Payment Period, the student is not eligible for Title IV funds for that period.

Reference: 34 CFR 668.21 (Non-Attendance)

13.13 Late Disbursement Policy

A late disbursement may be made if a student or parent meets all of the conditions and limitations for making a late disbursement in 34 CFR 668.164(j). Late disbursement rules apply if a student is no longer enrolled, or is no longer enrolled half-time for Direct loans. Use the worksheet below to determine if late disbursement is applicable to a specific scenario.

Definitions

Official EFC: Any EFC calculated by the CPS.

Valid EFC: One that is correct based on verification or the resolution of conflicting information, if necessary. An EFC is assumed to be a valid EFC if the application is not selected for verification and there is no conflicting information.

1. Was a **valid** EFC received for the student by the deadline date established by the Secretary in a notice published in the Federal Register? This date is typically in September. For the exact date, go to *www.federalregister.gov*.
 - YES: Go to Step 2.
 - NO: You may not late disburse.
2. Insert the date a student was last enrolled at least half time during the loan period or, if continuously enrolled at least half-time, the last date of the loan period. Use whichever is earlier. ___/___/___
3. Was the Direct loan originated before the date entered in Step 2?
 - YES: Go to Step 4.
 - NO: You may not late disburse.
4. Was the student's ISIR/SAR (with an **official** EFC) processed by the CPS before the date entered in Step 2?
 - YES: Go to Step 5.
 - NO: You may not late disburse.
5. Will the school disburse the loan funds within 180 days of the date entered in Step 2?
 - YES: Go to Step 6. *Currently not applicable to APSU—go to Step 7.*
 - NO: You may not late disburse.
6. ONLY applicable if CDR is above 15%. If the student is subject to delayed disbursement (first year undergraduate/first time borrower) and the post-withdrawal disbursement (PWD) date is the first disbursement of the loan, did the student complete the first 30 days of the program of study?
 - YES: Skip to the final question.
 - **NOT APPLICABLE: Go to Step 7.**
 - NO: You may not late disburse loan funds.
7. If the late disbursement is the second or subsequent disbursement of the loan, did the student complete the entire applicable loan period?
 - YES or Not Applicable: Go to Step 8.
 - NO: You may not late disburse.
8. Was the student continuously enrolled at least half-time during the entire loan period?
 - YES: You may late disburse.
 - NO: Go to Step 9.
9. If the student meets all other qualifiers for a late disbursement, did not withdraw, but ceased to be enrolled at least half-time during the loan period:
 - Institution may make the late disbursement of a loan under the Direct loan programs to pay for educational costs the institution determines the student incurred for the period in which the student or parent was eligible.

Note:

- If the student completed the payment period, the institution must provide the student or parent the choice to receive the amount of title IV, HEA program funds that the student or parent was eligible to receive while the student was enrolled at the institution. For a late disbursement in this circumstance, the institution may credit

the student's ledger account as provided in paragraph (c) of 34 CFR 668.164(j), but must pay or offer any remaining amount to the student or parent.

13.14 Conditions for a Late Disbursement of Pell Grant/Direct Loans

Pell Grant

If a valid SAR with an eligible EFC is received before the student's last day of enrollment but the student has been selected for verification, the school has up to the earlier of either 120 days from the last date of enrollment or the last date provided by the Federal Register to make corrections and receive a revised ISIR. The student is entitled to a Pell grant disbursement that increased due to the verification process.

Federal Direct Loan/Plus Loan

The above-mentioned policy applies to recipients receiving Direct and PLUS loans who have officially or unofficially dropped below half-time. To be eligible for the loan funds, the loan must have been certified before the students became ineligible.

13.14.1 Amount of Late Disbursement – Title IV Grant

The school will credit the student's account with the amount of the award that corresponds with the original EFC Number.

13.14.2 Amount of Late Disbursement – Title IV Loan

The school will credit the student's account percentage of loan funds the student is eligible based on attendance for that payment period.

13.15 Returning Unclaimed Title IV Balances

It is the policy of Austin Peay State University to comply with federal requirements that unclaimed refunds from Title IV federal financial aid programs must be returned to the appropriate programs no later than 240 days after a check is issued or electronic fund transfer (EFT) is made. Under no circumstances may unclaimed Title IV federal student aid funds escheat to the state, or revert to the institution or any other third party.

If a check or EFT is returned, the institution may make additional attempts to disburse the funds, so long as those attempts are made no later than 45 days after an EFT is rejected or a check returned. In cases where the institution does not make subsequent attempts, the funds are returned before the end of the 45-day period. The institution ceases all attempts to disburse funds and returns unclaimed funds no later than 240 days after the date the first refund was issued.

Refund checks are valid for 180 days. Student Account Services notifies the Office of Student Financial Aid when refund checks are voided. The Office of Student Financial Aid processes returns of unclaimed funds in the same order as stipulated by the federal return calculation (refer to 16.1.6). Once the return amount is determined, the Office of Student Financial Aid makes appropriate adjustments to financial aid awards and notifies Student Account Services. Accounts Payable processes payments to the correct federal aid programs. The Office of Student Financial Aid makes appropriate changes to the Fiscal Operations Report and Application to Participate (FISAP).

Only the federal portion of the Federal Work Study payroll disbursements is required to be returned. If the refund is a direct result of state aid, funds will be returned on a case-by-case basis.

Timeline for Unclaimed Title IV Refund Checks

1-180 Days: No action unless a check is returned

181-210 Days: Checks voided by Student Account Services

Void Date-240 Days: Return of Title IV funds

**Days based on date of first refund issuance.*

Ref: 34 CFR 668.164(I)

13.16 FA & FN Grades & Attendance Policy

Students who have failed to make passing grades in their classes, and have stopped attending, will be given a grade of FA instead of F. The FA grade denotes a grade of F with attendance issues, meaning that the student has not earned the grade of F. A student with all FA grades for the semester will be considered an unofficial withdrawal.

Grades of WF, WFA, and WFN: (Pending approval of Academic Standing Committee) A grade of WF is utilized when a student withdraws from a course during the W/F and automatic F periods. During the W/F period, a student who has been determined, by the instructor, to be failing at the time of withdrawal, will be awarded a WF grade. A student withdrawing during the automatic F period will automatically be awarded a grade of WF. The WF load date is considered the student's last date of attendance. Students who stopped attending prior to official withdrawal are awarded grades of FA or FN. A WF grade does not supersede FA or FN grades. If a student withdraws and an FA or FN was loaded, the grades update to WFA or WFN.

Grade of F: A grade of F denotes the student did not pass the course but did earn the grade. If a student receives an F due to withdrawal, the grade awarded is WF. If the student stops attending a course or never attends the course, the grade awarded is a FA or FN.

Reference: Austin Peay State University Faculty Handbook

Reversal of FA or FN: Refer to FA/FN Grade Change Policy.

13.17 Backdated Withdrawals

In some cases, a student may have their withdrawal date backdated based on documented extenuating circumstances. If an R2T4 calculation has already been processed based on the original (and later) date, and a return made, the R2T4 calculation will not be changed based on the backdated date if 30 days has passed since the original R2T4. The only exception will be in cases of University error, and may be limited even then depending on timing. The Federal Student Aid Handbook states that an institution is never required to do a recalculation of a change that is not a correction. In some cases, backdated withdrawals may result in the student receiving a tuition adjustment from the University. The Federal Student Aid Handbook also states that changes made to institutional charges after the student withdraws will not affect the charges for which the student was assessed, or the aid earned in the calculation.

If the student did not withdraw, and is granted a backdated withdrawal by the university, the withdrawal date is based on the date the student began the withdrawal process (not the date the student inquired about withdrawing). This applies even if the student is granted a backdated withdrawal with an effective date before the first day of classes. Attendance confirmation records are maintained in such cases to verify the student was attending prior to the withdrawal.

This applies to federal aid only. State aid is cancelled if the withdrawal date is backdated before the 14th day of the semester.

Reference: Federal Student Aid Handbook, Volume 5, Chapter 1

13.18 Pell Recalculation:

Due to multiple census dates within semesters, Austin Peay State University recalculates Pell and Teach Grant awards twice per semester to ensure all term enrollments are included. The first calculation accounts for full Clarksville Campus, Part A, and Fort Campbell Campus Part I term enrollments. The second calculation accounts for Part B and Fort Campbell Campus Part II term enrollments. This policy is effective beginning summer 2017.

Reference: Federal Student Aid Handbook, Volume 3

Pell Recalculation Example:

Term	Census Hours	Date
Fort Campbell Campus (FCC) Term 1	3	September 8
Clarksville Campus (CC) & Part A <ul style="list-style-type: none"> Student drops 6 hours after census 	12 (3 FCC1, 6 CC, and 3 Part A)	September 10
Clarksville Campus Part B	9 (3 FCC1, 0 CC, 3 Part A, and 3 Part B)	November 7

Pell/Teach calculation dates are September 10th for Fall, FCC I, and Part A enrollees and November 7th for FCC II and Part B enrollees.

The student is paid full-time status at calculation date of September 10th. Since the student enrolled in Part B, he or she is recalculated to ¾-time status as of November 7th. Billing is created for a portion of the initially disbursed Pell Grant.

13.19 Examples of Return of Title IV Calculations

Full Semester Withdrawal:

Maria is an undergraduate student. The semester begins January 12th and ends May 3rd. Maria withdraws from all courses on February 1st (21 out of 104 days).

Institutional Charges:

In-State Tuition:	\$2,628.00
Fees:	\$749.00
Total:	\$3,377.00

Financial Aid:

Net Unsubsidized Loan:	\$3,465.00
Net Subsidized Loan:	\$2,732.00
Total:	\$6,197.00

Direct Deposit Refund: \$2,820.00

Since Maria only completed 21 days of the semester, she earned 20.2% of the \$6,197.00. According to the federally mandated calculation, 79.8% of the total aid (\$4,945.00) is unearned. 79.8% of her institutional charges (\$2,695.00) is unearned. APSU is required to return the lesser of the unearned aid or the unearned charges. Therefore, \$2,695.00 of the unsubsidized loan is returned to the Federal Direct Loan Program.

Modular Withdrawal:

Maria is an undergraduate student. She is enrolled in two module courses for the summer term (three credit hours during summer I (June part of term) and three credit hours during summer II (July part of term). On July 1st (28 out of 52 days, first day of module I to the last day of module II), she drops the summer II course. Because she did not complete all summer courses she registered for, a Title IV Return Calculation is performed.

Institutional Charges:

In-State Tuition:	\$1,314.00
Fees:	\$378.00
Total:	\$1,692.00

Financial Aid:

Net Unsubsidized Loan:	\$990.00
Net Subsidized Loan:	\$1,732.00
Federal Pell Grant:	\$1,388.00
Total:	\$4,110.00

Direct Deposit Refund: \$2,418.00

Because Maria did not start the summer II course, her Pell Grant must be reduced from half-time (\$1,388.00) to less than half-time (\$694.00). This results in a reduction of \$694.00 to her summer financial aid award. The new award total is \$3,416.00. Maria only completed 28 days of the summer semester. Therefore, she earned 53.8% of the \$3,416.00 total aid. According to the federally mandated calculation, 46.2% of the total aid (\$1,578.00) is unearned. 46.2% of her institutional charges (\$782.00) is unearned. APSU is required to return the lesser of the unearned aid or the unearned charges. Therefore, in addition to the already returned Pell Grant portion, \$782.00 of the unsubsidized loan is returned to the Federal Direct Loan Program.