

Return of Title IV (Revised 12/01/2020)

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Northern Oklahoma College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

Refund Policy:

A student may change his/her class schedule by dropping or adding a course without financial penalty during the Drop or Add Period as specified in the Academic Calendar. The add period is the first two days (actual days, not class periods) of the fall or spring semester. During the summer session the add period varies, and the student should consult the academic calendar for that term. The drop period is the first two weeks of the fall or spring semester. During the summer session the drop period varies; again, consult the academic calendar for that term.

Tuition and fees will be refunded to withdrawing students of a regular semester only on the following basis: 100 percent during the Drop Period, zero percent following the drop period. Special consideration is given to students in good academic standing who withdraw to enter military service.

Withdrawal Policy:

- Withdrawing from Northern Oklahoma College refers to withdrawing from all courses in which a student is enrolled for a given semester. To withdraw from all courses a student must go to the Registrar's Office and formally withdraw from all courses or provide notification in writing and signed. Simply to stop attending classes does not constitute withdrawal and the student may receive a mark of "F" in all courses. A student may withdraw from school any time before the week of final examinations. If the withdrawal occurs up through the first ten days of a regular semester, courses do not appear on the student's permanent record. Withdrawal after this period results in designations of W or F as noted in the paragraph above for dropping a course.
- This policy applies to students' who **withdraw official, unofficially, or dismissed from enrollment** at NORTHERN OKLAHOMA COLLEGE. It is separate and distinct from the NORTHERN OKLAHOMA COLLEGE refund policy. Northern Oklahoma College does not offer a leave of absence option.
- Regulations specify how the College must determine the amount of Title IV program assistance (Pell, SEOG, Direct Loans) that students earn if they withdraw. The Financial Aid Administrator is responsible for calculating R2T4 and the Bursar Office is responsible for transferring the funds. The Financial Aid Administrator will contact professors and use Blackboard (NOC's learning management system) to determine the last date of attendance or academic related activity.
- Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.
- The institution must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.
- Withdrawal after 60%: For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.
- The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.
- The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

- Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Official Withdrawals:

- The official withdrawal date used to determine the return of funds calculation is the last date of attendance or academically related activity. This date is determined from Instructor attendance records or from Blackboard (NOC's online learning management system). Examples of academically related events would be attending class, taking a test, attending a required study or laboratory session, posting to a class discussion board, etc.
- Should a student cancel his/her enrollment as opposed to withdrawing, no Return of Title IV calculation will be performed. Instead, all aid disbursed will be cancelled and returned to the appropriate aid programs. During the 10-day drop period, it is ascertained whether the student attended either through contact with the Registrar's Office, the student's instructor or direct contact with the student.
- Should a student attend classes and officially withdraw during the drop period, but ask in writing that all of his/her aid be returned, all of the student's aid will be returned and no calculation performed. This is a common request for students who transfer to another institution. If all of the aid is not returned, the student may be prohibited from receiving aid at the other institution due to concurrent enrollment restrictions.

Unofficial Withdrawals:

- In the event that the school unofficially withdraws a student from school, the instructor and/or registrar must complete the Withdrawal Form using the last date of attendance as the drop date.
- Any student that does not provide official notification of his or her intent to withdraw and excessive absences, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance will be subject to termination and considered to have unofficially withdrawn.
- Within one week of the student's last date of academic attendance, the following procedures will take place:
- The instructor will attempt to notify the student regarding his/her enrollment status;
- Determine and record the student's last date of attendance as the last recorded date
- of academic attendance on the attendance record;
- The student's withdrawal date is determined as the last date of academic activity.
- Notify the student in writing of their failure to contact the school and attendance
- status resulting in the current termination of enrollment;
- NORTHERN OKLAHOM COLLEGE, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is
- responsible.
- Calculate the school's refund requirement (see school refund calculation);
- NORTHERN OKLAHOM COLLEGE, Financial Aid Administrator will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
- If applicable, NORTHERN OKLAHOM COLLEGE, will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
 - c. Supply the student with a final student bursar account showing outstanding balance due the school and the available methods of payment.
 - 9. A copy of the completed worksheet, check, letter, and bursar account will be kept in the student's file.
- When a student who has not officially withdrawn fails to receive a passing grade in at least one class during the term, the Financial Aid Office will determine whether a student actually established eligibility for the aid originally awarded. Instructors will report the student's last date of academic activity. If the student did not begin attendance, or stopped attending during the payment period, the financial aid will be adjusted or cancelled.

Students enrolled in Modules:

- A student enrolled in 8-week, 12-week, 5-week or intersessions are considered withdrawn if they do not complete all days scheduled to complete within the semester. If the student ceases attendance at any point prior to completing the payment period, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period. Calculations vary from students who are in module courses.

Post Withdrawal Disbursement

- The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.
- The institution will offer any post-withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.
- If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. NORTHERN OKLAHOM COLLEGE may use a portion or all of your post- withdrawal disbursement for tuition and fees (as contracted with NORTHERN OKLAHOM COLLEGE). For all other school charges, NORTHERN OKLAHOM COLLEGE needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Attendance and the earned/unearned percentage

- The type and amount of aid that must be returned to the aid programs is based on the percentage of aid that is considered to have been unearned at the point of withdrawal. Before calculating the unearned percentage, the earned percentage must first be calculated. This is calculated by dividing the number of days attended in the semester (excluding calendar breaks of five or more days) by the number of days in the semester (excluding calendar breaks of five or more days). Weekends are included in the calculation except where a break coinciding with a weekend exceeds five days.
- The fall and spring semesters exclude breaks when determining the number of days in the semester, and when determining the number of days attended if the last date of attendance is beyond the last date of the break. During the summer, if the student is attending more than one session, the sessions are added together to determine the total number of days in the payment period. Should the student withdraw or cease attendance before the end of the enrolled sessions, a Return to Title IV calculation is required.
- Once the earned percentage has been calculated, it is then subtracted from 100 to get the unearned percentage. The unearned percentage is then multiplied by the Title IV assistance received to determine the amount of Title IV aid that is unearned and must be returned.

Calculation Example

- Student withdraws on day 54 in a 13-day semester (breaks are not included in the count)
- $54 \text{ days} / 113 \text{ days} = 47.8\%$ earned and the remaining amount 52.2% unearned
- Student tuition and fees for the semester total \$547.00
- Federal funds disbursed to the student for the semester
 - Subsidized Direct Loan \$1,312.00
 - Pell Grant \$1,562.00
 - Total Disbursed \$2,874.00
- $\$2,874.00 \times 47.8\% = \$1,374.00$ earned funds
- $\$2,874.00 \text{ disbursed} - \$1,373.00 \text{ earned} = \$1,500.00 \text{ unearned}$
- NOC must return the unearned percentage of charges $\$547.00 \times 52.2\% = \286.00 to the Direct Loan program
- The student must repay the unearned loans funds $\$1,312.00 - \$286.00 = \$1,026.00$
- The remaining unearned portion $\$1,214.00 - \$1,026.00 = \$188.00$ are Pell funds.

Institution Responsibilities

- NORTHERN OKLAHOM COLLEGE's responsibilities in regards to Title IV, HEA funds follow:
 - Providing students information with information in this policy;
 - Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
 - Returning any Title IV, HEA funds due to the correct Title IV programs.
- The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

- Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with NORTHERN OKLAHOM COLLEGE or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to Return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- These notifications, to either withdraw or rescind to withdraw must be made to the official records/registrar personal at your school.

Refund vs. Return to Title IV, HEA Funds

- The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that NORTHERN OKLAHOM COLLEGE may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. NORTHERN OKLAHOM COLLEGE may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.
- If you do not already know what NORTHERN OKLAHOM COLLEGE refund policy is, you may ask your Schools Financial Planner for a copy.

Order of Return

- NORTHERN OKLAHOM COLLEGE is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.
- In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:
 - Unsubsidized Direct Stafford loans (other than PLUS loans)
 - Subsidized Direct Stafford loans
 - Parent PLUS loans
 - Direct PLUS loans
 - Federal Pell Grants for which a Return is required
 - Federal Supplemental Educational Opportunity Grant
 - Other Title IV assistance

Time frame for returning an unclaimed Title IV, HEA Credit Balance

- If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
- If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
- The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Notification

- In addition to notifying students of potential eligibility, emails are sent to all students any time aid is returned as a result of the R2T4 calculation. Students are also notified through email when aid is adjusted as a result of non-attendance hours. The emails are sent to the student's school email.