

Magdalen College of the Liberal Arts Return of Title IV Funds

Withdrawal from the College

A student intending to withdraw from the college must meet with the Academic Dean and complete the official ***Student Withdrawal Form***. The official withdrawal date is then determined by the student's contact with the Academic Dean. If a student fails to make this contact, and simply stops attending classes, the school will determine the date of withdrawal, based on the last date of any academically related activity in which the student participated.

Consequences of Withdrawal

Withdrawal without notice may result in a grade of F in all courses for the semester. The student may also be responsible for full payment of the balance due on his or her account. The college's refund policy is used to determine the reduction, if any, of the student's tuition and fees.

Students receiving financial aid should consult the Financial Aid Office as there are regulations regarding the return of Title IV funds if a student has withdrawn before completing 60% of the semester. **Students should also be aware of loan repayment obligations if they have received federal or private loans; they will be contacted by the Financial Aid Office with information they will need to complete Exit Counseling for these loans.**

Once a student has notified the Academic Dean that s/he intends to withdraw, the Financial Aid office will be informed of this decision and will note that official notification has been provided. The college is required by law to recalculate federal financial aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period. A payment period equals one semester.

These requirements do not apply to a student who does not actually cease attendance at the college. For example, if a student reduces his or her course load, this would be a change in enrollment status, not a withdrawal.

Determining the Amount of Aid Earned

The percentage of federal aid to be returned is determined by the following calculation:

The number of days completed up to the withdrawal date, divided by the total number of days in the semester.

The day the student withdrew is considered a completed day. The number of calendar days in the numerator or denominator includes all days within the period except for institutionally scheduled breaks of five or more consecutive days.

Allocation of Funds to be Returned

The portion of the federal grants and loans that a student is entitled to is calculated on a percentage basis, by comparing the total number of days that the student completed before s/he withdrew, to the total number of days in a term or semester.

The college will be required to return to the federal aid programs the amount of aid received that was in excess of the aid earned for that term period the student was enrolled, using the following calculation:

The percentage of the semester completed is the percentage of aid earned. This is calculated by the number of day the student attended divided by the number of days in the payment period (semester). Students who remain enrolled at least 60% of the payment period are considered to have earned 100% of the aid received.

Unearned Title IV funds will be returned as soon as possible, but no later than 45 days after the date the school determined the student withdrew. Refunds are allocated in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Parent PLUS Loan, Pell Grant. Any student for whom an R2T4 calculation is made will be informed of the amount and type of aid returned.

If the college returns funds to the Title IV aid program, it could result in the student owing the college charges that were originally paid at the time of disbursement. The college's refund policy will be used to determine the reduction, if any, of the student's tuition and fees.

Post Withdrawal Disbursement

If a student earned more aid than was disbursed to him or her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account. This will be no later than 30 calendar days after the date that the school determines that the student withdrew . The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and within 180 days of the student's date of determination that they withdrew for loans.