



## **Withdrawal and Return to Title IV Funds (R2T4) Policy**

### **How a Withdrawal Affects Federal Financial Aid**

Title IV (TIV) federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which the funds were awarded.

When a student withdraws from all courses, regardless of the reason, s/he may no longer be eligible for the full amount of TIV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which s/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds s/he will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less of his/her financial aid than a student who withdraws in the fifth week. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws
- Stops attending before the semester's end
- Does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini session

Walsh University students who receive federal financial aid and who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received.

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid that may have been received.

**NOTE:** Walsh University's institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from Walsh University will have no impact on the amount the student must repay to the federal aid programs.

### **How Earned Financial Aid is Calculated**

Walsh University is required to determine the percentage of TIV aid "earned" by the student and return the "unearned" portion to the appropriate federal aid programs. Walsh is required to perform this calculation within 30 days of the date the school determines that a student has completely



withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.
- The payment period for most students is the full, 15-week fall or spring semesters. However, for students enrolled in modules (mini-sessions), the payment period only includes those days for the module in which the student is enrolled.
- Breaks of 5 days or longer are not included in the count of total days in the payment period.
- Institutional and state funds are not subject to the R2T4 policy.

### **For Students Enrolled in Modules**

A student is considered withdrawn if the student does not complete all of the days in the payment period that the student was scheduled to complete. Walsh University tracks enrollment in each module that doesn't span the entire 15-week fall spring or summer terms and combines them to form a semester. If a student withdraws from a course in a future module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on the change in enrollment status may be required.

If a student provides written notice to the Financial Aid Office at the time of withdrawal from a current module that s/he plans to attend a later module in the same payment period, s/he is not considered a withdrawal. If the student does not provide that written confirmation, the R2T4 recalculation of aid will be done. However, if the student does return in a later module in the same payment period, regardless of whether prior written confirmation was received, the R2T4 process will be reversed and the student will be awarded the funds that s/he is eligible to receive at the time of return.

### **R2T4 Process**

- A copy of the withdrawal form is received in the Financial Aid Office. The latest date of attendance in the classes in which the student was enrolled is used as the withdrawal date. If



the student fails to notify the university of withdraw/non-attendance, then the mid-point of the semester shall be used as the date of withdraw.

- The Financial Aid Office determines the amount of TIV aid originally awarded and whether it is “disbursed” or “could have been disbursed.”
- An R2T4 worksheet on the “FAA Access to CPS” site is completed using the above data. The calendar for the payment period will have previously been entered and saved.
- The Financial Aid Office will recalculate the amount of aid for which the student is eligible (as per the results of the R2T4 worksheet).
- A copy of the worksheet is maintained in the Financial Aid Office as part of the student’s record.
- Walsh University will return funds (if any) to the federal programs on the student’s behalf and will bill the student, if applicable.

### **Post-Withdrawal Disbursements**

When the R2T4 calculation results in the student’s being eligible to receive either Federal Direct Loan proceeds, s/he will be contacted by the Financial Aid Office. Written authorization from the student will be requested and is required before loan proceeds can be processed and disbursed to the student. A post-withdrawal disbursement of federal grants is also possible if certain conditions are met.

### **Order of Return to Federal Aid Programs**

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Perkins Loans
- Federal Direct Graduate PLUS Loans
- Federal Direct Parent Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- TEACH Grants



## **Walsh University Satisfactory Academic Progress Policy for Financial Aid**

The Financial Aid Office at Walsh University is required under Federal regulations to monitor the academic progress of all financial aid recipients. Failure to maintain Satisfactory Academic Progress (SAP) can affect a student's eligibility for federal financial aid. Both qualitative and quantitative standards are applied when determining SAP. Walsh University reviews SAP at the end of each spring semester. Students who fail to meet SAP are sent written notification which includes Walsh University's SAP policy as well as appeal information.

### **ACCEPTABLE PASSING RATE (PACE)**

Each student must earn a passing grade in at least 67% of all courses attempted at Walsh University. "F" (Failed) and "W" (Withdrawn) grades will be counted as hours attempted but not passed. "I" (Incomplete) coursework cannot be counted as a successful completion. An Incomplete grade that has been changed to a passing grade can be added to the number of hours completed. It is the student's responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade. Transfer hours accepted by Walsh University are considered in this ratio.

### **ACCEPTABLE GRADE POINT AVERAGE (GPA)**

The minimum GPA standards for financial aid eligibility must be equal to or higher than the standard set forth by Walsh University for academic standing purposes. Freshmen must have a cumulative GPA of at least 1.75. Sophomores/juniors/seniors must have a cumulative GPA of at least a 2.0 in order to maintain federal SAP. Determination of GPA requirements (1.75 vs. 2.0) for entering transfer students will be based on the number of transfer credits they carry with them from their prior institution(s), but the approved transfer coursework will have no effect upon the cumulative grade point average. Only the most recent grade for a repeated course will be reflected in the calculation of the student's GPA. The minimum cumulative GPA for graduate students is 3.0 and the calculation also follows the transfer stipulations cited above.

### **TIME LIMITS**

Students cannot exceed 187 attempted hours (150% of graduation requirements) and continue to receive financial aid toward their undergraduate degree. Transfer hours are included in the 187 attempted hours. (Please note: State Aid is only available for a maximum of five full-time years, regardless of whether or not the student has reached the 187 credit hour limit.) Time limits are applicable even during periods where students did not receive



Title IV aid. Transfer hours and repeated coursework also count when calculating acceptable time frame limits. Graduate students are not held to the same 150% calculation based on their specific graduation requirements.

## **APPEALS**

Students who have lost their eligibility for federal financial aid due to not maintaining SAP will be notified in writing and have a right to appeal. All appeals must include substantive reasons for failure to comply with the SAP Policy, and all extenuating circumstances should be supported by documentation whenever possible. Documentation should not only indicate the mitigating circumstance(s) that caused a student to have academic difficulty, but also indicate that the circumstance which caused the situation has been rectified so that the student will be successful in future terms. Prior to submitting the appeal to the Student Service Center, the student must contact the Director of Academic Achievement for assistance in completing certain sections of the appeal form.

If an appeal is approved, students are granted a probationary period in which to rectify the reason why he/she did not meet SAP. If it is apparent that the student cannot complete this within one term, an extension may be given to the student after review of the academic "Action Plan" included in the original appeal. If the student does not adhere to the criteria outlined in the Action Plan, the probationary period will not be extended.

### **Regaining Financial Aid Eligibility**

Students can regain full eligibility for federal financial aid by successfully completing coursework while in Suspension status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours, and raise their overall Cumulative Completion Rate for all coursework attempted to the 67% undergraduate or graduate level. Students who are ineligible to receive federal financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Walsh University's Payment Plan, and/or Alternative/Private Educational Loans.