In accordance with federal regulations, when a federal financial aid recipient withdraws from all classes (officially or unofficially, as defined by regulations) during a semester, Saint Leo University (“SLU” or “the University”) must determine the amount of federal grant and/or loan assistance the student earned. If less assistance is received than what was earned, the student may qualify for those funds. If more assistance is received than earned, the unearned funds must be returned by the school and/or student to the appropriate federal program(s).

The federal code of regulations 34 CFR 668.22 defines the treatment of withdrawals, the calculation of earned and unearned aid, the disbursement or return of federal funds, and the timelines for each. Note: The Return of Title IV Funds calculation is different from the Saint Leo University tuition and fee refund calculations.

**Academic Calendar**

SLU offers all of its programs in credit hours on a semester basis. The University campus programs and several Educational Center programs are traditional semester length. However, a student may enroll in a term offered in modules. The Online programs and most Educational Center programs are term based offered in 8-week modules (i.e., courses that do not span the entire length of the term) with a choice of academic calendar—Traditional or Alternative.

**Payment Period and Total Number of Calendar Days**

A Return of Title IV Fund (R2T4) calculation is computed for a payment period, i.e., term. The payment period is defined by the total days a student is scheduled to complete in a term, i.e., (fall, spring, or summer). The total number of days is counted from the start of the term to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks. This may be less than the full length of a term.

- **Scheduled breaks**
  Scheduled breaks must be at least five consecutive days. A break includes periods when the University is not scheduled in session, e.g., holidays, and when the student is not scheduled to attend any course within a payment period, e.g., five consecutive days or more between courses.

- **Official Drops/Adds**
  In the count of total days in the payment period, a course that is officially dropped prior to a student ceasing attendance is not included as days that a student was scheduled to attend, unless the student remained enrolled in other courses for those days. A course that is officially added prior to the student ceasing attendance is included, even if the student never begins attending.

**Not Required to Take Attendance**

Effective July 1, 2011, for the purpose of Title IV eligible academic programs R2T4 calculations, Saint Leo University is considered to be an institution that is not required to take attendance.
Withdrawal from University
Effective July 1, 2011 for federal student aid purposes, a student has withdrawn from the University when a student does not complete all the days in the term that the student was scheduled to complete. NOTE: There is no University withdrawal, if a student receives all passing grades, or a combination of passing and “F” grades (but no “FA” grade), in all courses that a student was scheduled to attend during the term.

Designated Offices to be Notified of University Withdrawal and Course Withdrawal
For a student enrolled in a University campus program, the Advising Office must be notified of an official withdrawal. For a student enrolled in the Online or Educational Centers’ programs, there is no official University withdrawal procedure. Instead, a student withdraws from each course enrollment through the registration process.

Withdrawal Date
For the purpose of calculating Return of Title IV Funds (R2T4), a student's withdrawal date depends on the type of withdrawal.

Student-Initiated Notification – Official Withdrawal
If a University campus student submits an official University withdrawal, the date of written notification from a student of his or her intent to withdraw via personal, postal, electronic, or fax delivery, or a phone call, is the Withdrawal Date.

If a student withdraws (and/or drops) from:
• all courses in the term or
• all course(s) scheduled to complete for which a grade(s) is yet to be assigned
The Withdrawal Date will be the date the Registrar’s Office receives a course withdrawal (or drop) from the last course scheduled to complete for which a grade is yet to be assigned.

No Student-Initiated Notification – Unofficial Withdrawal
An unofficial withdrawal occurs when a student:
• receives all non-passing grades in courses scheduled to complete—“FA” and/or “I”
• receives a non-passing grade (i.e., “FA” or “I”) in the last course(s) scheduled to complete, i.e., the course with the latest end date in the student’s enrollment schedule
The Withdrawal Date will be the midpoint of the term, except that SLU may use the last date of attendance at an academically-related activity, if documented by the University.

If there is no student-initiated notification because of circumstances beyond the student's control, i.e., illness, accident, grievous personal loss or other circumstances, the date related to the onset of that circumstance will be used as the withdrawal date. A student should file an appeal prior to the last day of class for consideration by the University’s Assistant Vice President of Financial Aid.

Last Date of Attendance
The University may always use as the withdrawal date the date that is reported as the last date of attendance (LDA) at an academically related activity by a faculty member on a class roster, grade roster/sheet, online grading system, or other documented source. The faculty member will maintain the documentation of the last date of attendance.
**Date of Determination of Withdrawal**
The date of determination that a student withdrew varies depending upon the type of withdrawal.

**Student-Initiated Notification – Official Withdrawal**
For an official withdrawal, the date of determination of withdrawal is the same date as SLU recorded as the withdrawal date.

**No Student-Initiated Notification – Unofficial Withdrawal**
For an unofficial withdrawal, the date of determination of withdrawal is the date the report was generated that is used to identify that a student had withdrawn. The date will be within 30 days of the end of the term.

If circumstances beyond a student’s control cause an unofficial withdrawal, the date of determination is the date the University’s Assistant Vice President of Financial Aid makes a decision and records a college withdrawal date.

**Calculation of Earned Title IV Assistance**

**Federal Aid Used in R2T4 Calculation**
Federal aid used in the R2T4 calculation includes Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Iraq Afghanistan Service Grant (IASG), Direct Subsidized loans, Direct Unsubsidized loans, Direct Grad PLUS loans and Direct PLUS loans that have been disbursed or are yet to be disbursed. Federal Work Study is excluded.

**Percentage of Title IV Aid Earned**
The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.

**Total Days Scheduled to Complete**
Total days scheduled to complete is the denominator in the calculation of percentage of earned aid. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks. If the scheduled courses do not span the length of the term, this will be fewer days than the length of the term.

**Total Days to Withdrawal Date**
Total days to date of withdrawal is the numerator in the calculation of percentage of earned aid. The number of days reported is the total from the start date of first course to the withdrawal date, excluding scheduled breaks of at least five consecutive days. If the student is an unofficial withdrawal and there is no last date of attendance, the withdrawal date is the midpoint of the term, or if the scheduled courses do not span the length of the term, use the midpoint of the scheduled courses, excluding scheduled breaks.
**Amount of Title IV aid earned**
After calculating the percentage of aid earned, the amount of aid earned is calculated. The total aid disbursed and yet to be disbursed for the term is multiplied by the percentage earned rounded to the one-hundredth decimal.

**Post-Withdrawal Disbursements**
When the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

**Post-Withdrawal Disbursement of Grant Funds**
A post-withdrawal disbursement of grant funds will be applied towards outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition, fees, room, board, and bookstore authorizations).

Any remainder of grant aid will be paid to the student. The student will be notified of the post-withdrawal disbursement within 30 days of the date of determination of withdrawal. A refund will be sent within 45 days of date of determination of withdrawal.

**Post-Withdrawal Disbursement of Loan Funds**
A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept, reduce, or decline the post-withdrawal disbursement. Upon receipt of a timely response from the student (or parent), the University will disburse the loan funds as soon as possible and within 180 days of the date of determination of the withdrawal date.

Loan funds will be applied towards the outstanding payment period charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition, fees, and room, board, and bookstore authorizations).

Any remainder will be paid directly to the student (or parent in the case of a Parent PLUS Loan). The University maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 10 days of the date that the notification was sent. If the University decides not to make this post-withdrawal disbursement, it will inform the student in writing.

**Return of Unearned Funds to Title IV**
When the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

**Funds returned by the University**
If a student has received unearned funds, the University will return a portion of the unearned funds.

The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew.
• Unsubsidized Federal Direct Loans
• Subsidized Federal Direct Loans
• Federal Direct Grad PLUS loans
• Federal Direct PLUS loans
• Federal Pell Grants
• Federal Supplemental Educational Opportunity Grants (FSEOG)
• Iraq Afghanistan Service Grant

The student will be notified of any funds returned by the University within 60 days of the date of determination of withdrawal.

Institutional Charges
Institutional charges are tuition, fees, room, board, bookstore authorizations, and other educationally related costs authorized by the student.

Funds Returned by the Student
In the event there is remaining unearned aid, the student is responsible for returning those funds.

Return of Grant Funds
When grant funds should be returned, the law provides that the student may repay 50% of a federal grant rather than 100%. The University will notify the student of the overpayment within 30 days of the date of determination of withdrawal and return the overpayment of funds on behalf of the student. The University will debit the student’s account and collect any balance created by the return of funds.

Return of Loan Funds
When loan funds should be returned (student or parent if PLUS loan), they will be repaid in accordance with the terms of the promissory note over a period of time.

Unearned Aid Returned and Repayment by Student
All unearned funds returned by the University to the Title IV programs will be charged back to the student's account.

Re-enrollment in the Payment Period after Title IV Funds Have Been Returned
When a student returns to the University within a term after withdrawing, and unearned Title IV funds have been returned to their respective program accounts, the aid may be reinstated if the University is able to recover the funds for disbursement and the student is eligible.