

**Louisiana Tech University
Federal Financial Aid
Return of Title IV Funds Policy 2018-2019**

The Louisiana Tech University Financial Aid Office is required to administer a return of federal student aid funds that complies with the Higher Education Reauthorization Act of 1998. Federal financial aid includes the Federal Pell grant, Federal Supplemental Educational Opportunity Grant, Stafford loans, and PLUS loans. The policy that follows complies with the federal requirements.

Policy for Financial Aid Recipients:

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

Withdrawals:

- A student's official withdrawal date is determined by using the last date of attendance that is documented by the instructor on the back of the official resignation card that is submitted to the Office of the Registrar.
- In the event that a student fails to earn a passing grade in at least one class, they will be evaluated at the end of the enrollment period to determine if they withdrew unofficially (stopped attending classes) by using the last date of attendance that is reported by the instructors when grades are submitted.
 - Academic attendance includes: physically attending a class, submitting an academic assignment, taking an exam or computer-assisted instruction, attending a study group assigned by the institution, participating in an online discussion about academic matters, and initiating contact with a faculty member to ask a question about the academic subject studied in the course.
 - Academic attendance does NOT include: living in on-campus housing, participating in the school's meal plan, logging into an online class without active participation, or participating in academic advising.

Louisiana Tech University does not allow students to take a Leave of Absence during an enrollment period.

The Financial Aid Office recalculates federal aid eligibility for students who fail to attend, drop out, resign (officially or unofficially), or are dismissed prior to completing greater than 60% of the enrollment period. The enrollment period is computed from the "classes begin" date to the "last day of classes" date. Recalculation is based on the percent of aid earned using the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days in the Enrollment Period}} = \text{percent earned}$$

The date used in the calculation is defined as the date of last attendance. The University must return any unearned aid that was applied to institutional charges. The student then owes the University the amounts returned to the federal aid programs. The

student may also be required to return/repay some portion of the federal aid received as a refund by the student. For example, if a student was enrolled for 30% of the quarter, then the student is entitled to only 30% of the aid received; thus 70% of the aid must be returned.

Once a student has stopped attending more than 60% of the enrollment period they do not owe immediate paybacks at all!! *Please be aware that students must have attended at least one class after the 60% point of the enrollment period.* If this date occurs after the completion of more than 60% of the enrollment period, the student is considered to have earned 100% of the Title IV aid received.

Note regarding the Summer Term: Depending on the classes a student is enrolled, module rules may apply. The student is responsible for submitting a written notification if they withdrew from a classes within a module (ex: 1st 3 week or 6 week session) and plan to return within the Summer Quarter.

Other rules govern Pell Grant eligibility. Pell recipients must attend each class at least once to qualify for the full Pell award. Pell awards will be corrected for non-attendance.

Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. No program can receive a refund if the student did not receive aid from that program. Federal guidelines mandate that funds are returned in the following order:

- Federal Direct Unsubsidized Stafford Loans
- Federal Direct Subsidized Stafford Loans
- Federal Direct Grad PLUS Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Other Title IV Aid

The school has 45 days from the date the institution determined 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 the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 120 days of the date the student withdrew.

After the school has returned the unearned aid, the student must return or repay, as appropriate, the amount of unearned Title IV Funds for which they are responsible. This amount is calculated by subtracting the amount of unearned aid that the school is required to return from the total amount of unearned Title IV funds to be returned.

The school must notify the student that they must repay the overpayment or make satisfactory arrangements to repay within 30 days of determining that they must repay part or all of a Title IV grant. The student is responsible to make satisfactory payment arrangements or repay the overpayment by the 45th day after the school sent the notification. If the student does not respond or make a positive action within 45 days, the school will report the overpayment to NSLDS and refer it to the Default Resolution Group for collection. In addition, the student will lose their Title IV fund eligibility.

While this Return of Title IV Funds policy applies solely to students who receive federal financial aid, it must be understood that the Louisiana Tech University refund policy is also applied to all students whether or not they receive federal financial assistance. The student may owe a refund to the University on the basis of their refund rules. Details of the University refund policy are located in the "Racing Form" and quarterly "Expense Sheet".

Students are notified of Return of Title IV policy and all other consumer information requirements in their financial aid award letter.

Faf1819100 rev 082018