

Withdrawing and Return of Title IV Funds (R2T4)

Federal Aid Implications when you Withdraw or Stop Attending

If you withdraw from some or all of your courses, stop attending classes, or have all failing grades (F, W, FN DN), your aid may be revised, and you **MAY BE REQUIRED TO REPAY ALL OR A PORTION** of the aid you received (see Return of Title IV Funds below).

You must notify the Office of Financial Aid **immediately** if any changes occur.

The percentage of Title IV aid earned by the student is equal to the percentage of the enrollment-payment period the student enrolled and is based on types of Title IV Federal Aid received.

Federal Direct Student Loan borrowers are required to complete Exit Counseling when dropping below half-time (6 credits) enrollment or withdrawing from the university.

Visit <https://studentaid.gov/exit-counseling/> to complete Exit Counseling.

Types of Withdrawals

Official Withdrawal is when a student completes a withdrawal form and submits it to the Registrar's Office.

Unofficial Withdrawal is when a student fails to complete the withdrawal form but stops attending all courses.

The "last date of attendance" is used to determine the percentage of the enrollment-payment period the student completed. The student's instructor(s) may be asked to provide the Office of Registrar with the student's last date of attendance, which may include the date of the last quiz or exam taken, the date of the last assignment submitted, or the date of the last actual attendance in the course.

Constitutes Successful Completion for Blocks

If the student successfully completes half-time enrollment (6+ credit hours) for Title IV-eligible coursework with passing grades {A, B, C, D, P, S}, then a Return of Title IV Funds is not required BUT a Recalculation of Pell Grant may be required.

OR

If the student successfully completes 49% or more of the number of countable days in the payment period or period of enrollment for Title IV eligible coursework, then a Return of Title IV Funds is not required BUT a Recalculation of Pell Grant may be required.

- Recalculation of Pell Grant happens when a student fails to begin **attendance** as a full-time student (12+ credit hours).

Return of Title IV Funds

Federal 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 received for the semester. Federal Title IV funds are earned based on **attendance** (not enrollment).

Students receiving any Federal Title IV aid, who completely withdraw before completing at least 60% of the enrollment period, must have a Return of Title IV Funds processed to determine the amount of aid the student earned.

This requirement applies to students who receive federal student aid, including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Subsidized or Unsubsidized Federal Stafford Loans, and Federal Parent (PLUS) Loans.

If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The student may still owe funds to University of Montana Western to cover unpaid institutional charges. The student will be charged for any Title IV aid that the institution was required to return.

Note: Return of Title IV Aid is **based on the type of aid disbursed** in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Direct Grad Plus Loan
4. Direct Parent Plus Loan
5. Pell Grant
6. Iraq and Afghanistan Service Grant
7. FSEOG
8. TEACH Grant

Notification to Students

A copy of the Return of Title IV Funds & an Exit Counseling letter will be sent to the student address within our Banner Software System.

An email notification of loan Exit Counseling will be emailed to the student's personal email address, if available and active.