



Withdrawals, Refunds and the Return of Financial Aid Funds 2017-2018 Financial Aid Office

Withdrawals, refunds and the return of financial aid policies for all undergraduate and graduate degree candidates effective July 1, 2017.

Overview

To continue to participate in Federal Student Aid (Title IV), Higher Education Act programs, Trinity College establishes, publishes, and applies Withdrawal and Return of Title IV Funds (Return) policies that meet all federal regulations as set forth here in College policy.

This document explains College policies regarding withdrawals, refunds and the return of financial aid funds from all federal, state and institutional sources. A student who voluntarily withdraws or is required to withdraw from the College is encouraged to contact the Financial Aid Office (FAO) to gain a full understanding of how these policies apply to his or her individual circumstances.

Financial aid funds are awarded to a student under the assumption that the student will attend classes 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 financial aid that the student was originally scheduled to receive.

This document explains how Title IV, state and institutional funds are handled when a recipient of those funds ceases to be enrolled prior to the end of a semester at the College. These requirements do not apply to a student who does not actually cease attendance. For example, when a student reduces his or her course load from 4 credits to 3 credits, the reduction represents a change in enrollment status, not a withdrawal. Although an enrollment adjustment may be necessary, no Withdrawal, Refund and Return calculations are required.

Students are notified of the College's Withdrawal, Refund and the Return of Financial Aid Funds Policy at the start of the fall and spring semesters. At that time, the Financial Aid Office sends an email to all students containing a link to this policy.

Sections included in this document are:

- **Overview**
- **Withdrawals**
- **Refunds**
- **Return of Federal (Title IV) Funds**
- **Return of State Funds**
- **Return of Institutional Funds**
- **Federal Calculation Worksheet**
- **Sample Calculations**

Withdrawals

The Registrar's Office establishes, publishes and administers the College's Withdrawal policy. According to federal aid regulations, a student is considered to have withdrawn if the student does not complete all the days that the student was scheduled to complete in the payment period or period of enrollment.

Below is the text of the Withdrawal policy as listed in the 2017-18 Student Handbook pages 23-25:

Voluntary Withdrawal

A student in good academic standing may voluntarily withdraw from the College. The procedures and guidelines below constitute the only accepted method to formally and officially notify the College of a student's intent to withdraw:

1. A student who wishes to voluntarily withdraw from the College must complete and sign the Notification of Voluntary Withdrawal, no later than the last day of classes for the semester. The voluntary withdrawal form is available on the Registrar's Web site at: www.trincoll.edu/Academics/registrar/Pages/Forms.aspx.
2. The student must provide the last date he or she attended classes on the form. If the student intends to complete the current semester and then withdraw prior to the beginning of the next semester, the last date of class attendance is the last day of final examinations for the current semester.
3. Any traditional student who voluntarily withdraws must have a confidential exit interview with the Dean of Students (First Year Students meet with the Coordinator of First Year Academic Experience). Students in the Individualized Degree Program must meet with the director.
4. The student must submit the completed Notification of Voluntary Withdrawal to the Office of the Registrar.

Note: Completion of steps 1 – 4 steps constitute official notification to the College of withdrawal.

Further Guidelines for Leave of Absence and Voluntary Withdrawal

- Students who take a leave of absence or withdraw voluntarily while the semester is in progress may not participate in the academic and co-curricular activities of the College until their next semester of enrollment has begun.
- The date the Office of the Registrar receives a fully-completed Leave of Absence form or Notification of Voluntary Withdrawal is the date the College will record as having determined that the student has withdrawn. This date is recorded onto the student's records within the Office of the Registrar, recorded permanently on the student's record, and

elsewhere within the College (i.e. Financial Aid Office, Office of Residential Life, Office of Student Accounts, etc.).

- The date of withdrawal is the last date the student attended classes as indicated on the Leave of Absence form or Notification of Voluntary Withdrawal, or the last date of final examinations. This date is also recorded permanently on the student's record and elsewhere within the College (i.e. Financial Aid Office, Office of Residential Life, Office of Student Accounts, etc.)
- If a student leaves the College while a semester is in progress without providing formal official notification of voluntary withdrawal, and the College determines that the student unofficially withdrew due to illness, accident, grievous personal loss or other circumstances beyond the student's control, the College will determine the date of withdrawal or leave of absence according to the date of the applicable event.
- If a student leaves the College while a semester is in progress without providing formal official notice of voluntary withdrawal, the Office of the Registrar will determine the date of withdrawal or leave of absence based on instructors' attendance records and/or confirmation of an Academically Related Activity, or the midpoint of the semester if last date of attendance cannot be determined.*
- An Academically Related Activity includes submission of an academic assignment, taking an exam, interactive tutorial or computer instruction, attending a study group assigned by the instructor, participating in an online discussion about academic matters (including Moodle), and initiating contact with an instructor about an academic subject studied in a course in which the student is enrolled.
- A student who takes a leave of absence or voluntarily withdraws from the College while the semester is in progress will receive the grade of W for each ungraded course in which he or she is enrolled and will be placed on Academic Probation. He or she may request through the Dean of Students Office/Director of the Individualized Degree Program that the applicable faculty committee grant a waiver of Academic Probation if extenuating circumstances required the leave of absence or voluntary withdrawal.
- A student who takes a leave of absence or voluntarily withdraws while on Academic Probation will automatically be placed on Required Withdrawal. A waiver from the applicable faculty committee may be granted due to extenuating circumstances beyond the student's control.
- A student who submits a completed Leave of Absence form or Notification of Voluntary Withdrawal to the Office of the Registrar may rescind his or her intention to withdraw by submitting a written notice to the Office of the Registrar within 48 hours of submission of the original notification.
- To return to the College from a leave of absence or voluntary withdrawal, a traditional student must notify the Registrar's Office of the intention to return and submit a completed

Notification of Intention to Return to Trinity College form, available on the Registrar's Web site, not later than March 1 for return in the fall semester, and October 1 for return in the spring semester. The Registrar will confirm with the Dean of Students Office, Financial Aid Director, and Manager of Student Accounts and Loans that there is no academic, financial, or social restriction that would prevent a traditional student's return to the College.

- To return from a voluntary withdrawal, a student in the Individualized Degree Program must confer with the director.

*Note: The College will determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the—

- 1) Payment period;
- 2) Academic year in which the student withdrew; or
- 3) Educational program from which the student withdrew.

Leave of Absence (LOA) Policy:

The College does not have a LOA that qualifies as an approved LOA per federal regulations. A student who has, therefore, been granted a LOA by the College is considered to be officially withdrawn for financial aid purposes.

Refunds

The Student Accounts and Loans Office establishes, publishes and administers the College's Refund policy. A student who voluntarily withdraws or is required to withdraw from the College is encouraged to contact the Student Accounts and Loans Office to gain a full understanding of how the Refund policy will apply to his or her individual circumstances. The full text of the College's Refund policy can be found at: <http://www.trincoll.edu/Admissions/finaid/SA/policies/Pages/Refund.aspx>.

Tuition and Fee Refunds

A student who officially withdraws after tuition and fees are billed, but before classes begin, will be given a refund of any paid charges, less \$350 which will be withheld to cover administrative costs. If official withdrawal occurs after classes begin, the \$350 administrative charge will be assessed and the following paid tuition and fees will be refunded. This schedule does not apply to room and meal plan payments.

First & Second Week	80%	(20% of charges remain)
Third Week	60%	(40% of charges remain)
Fourth Week	40%	(60% of charges remain)
Fifth Week	20%	(80% of charges remain)
After Fifth Week	0%	(100% of charges remain)

A financial aid recipient will have his or her tuition and fees adjusted according to the College's Refund schedule. The student's financial aid will, however, be adjusted according to the Title IV, state and institutional Return policies outlined below.

Return of Federal (Title IV) Funds

This section discusses the federal regulations pertaining to the return of federal financial aid in the event that a student withdraws from all classes prior to the end of a semester. Admittedly, the federal regulations are challenging to understand for a student who has not been schooled in federal policy. The student is therefore encouraged to make an appointment with the Director of Financial Aid prior to his or her official withdrawal to discuss the financial impact of withdrawing from the College.

When a recipient of Title IV funds withdraws from the College during a semester in which the recipient began attendance, the College is required to calculate the earned and unearned portions of Title IV aid as of the student's withdrawal date. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of earned Title IV funds. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College must still determine whether the student is eligible for a post-withdrawal disbursement.

Federal Work-Study funds are excluded from the calculation of earned Title IV aid.

If the total amount of Title IV aid earned by the student is less than the amount of Title IV aid disbursed to the student as of the date of the institution's determination that the student withdrew—

- 1) the difference between these amounts must be returned to the Title IV programs; and
- 2) no additional disbursements may be made to the student for the payment period.

If the total amount of Title IV aid earned by the student is greater than the total amount of Title IV aid disbursed to the student as of the date of the institution's determination that the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement in accordance with the following:

- 1) If outstanding charges exist on the student's account, the College may credit the student's account with all or a portion of the post-withdrawal disbursement up to the amount of the outstanding charges.

- 2) If Direct Loan or Federal Perkins Loan funds are used to credit the student's account, the College will notify the student, or parent in the case of a PLUS loan, and provide an opportunity for the borrower to cancel all or a portion of the loan.
- 3) The College will offer any amount of a post-withdrawal disbursement to the student, or the parent in the case of a PLUS loan, within 30 days of the date of the institution's determination that the student withdrew, by providing a written notification to the student, or parent in the case of PLUS loan funds. The written notification will—
 - a) identify the type and amount of the Title IV funds that make up the post-withdrawal disbursement;
 - b) explain that the student or parent may accept or decline some or all of the post-withdrawal disbursement; and
 - c) advise the student or parent that no post-withdrawal disbursement will be made to the student or parent if the student or parent does not respond within 14 days of the date that the College sent the notification, unless the institution chooses to make a post-withdrawal disbursement in accordance with paragraph 6) of this section.
- 4) If the student or parent submits a timely response that instructs the College to make all or a portion of the post-withdrawal disbursement, the College will disburse the funds in the manner specified by the student or parent within 180 days of the date of the institution's determination that the student withdrew.
- 5) If the student or parent does not respond to the College's notice, no portion of the post-withdrawal disbursement may be disbursed.
- 6) If a student or parent submits a late response to the College's notice, the College may make the post-withdrawal disbursement as instructed by the student or parent or decline to do so.
- 7) If a student or parent submits a late response to the College and the institution does not choose to make the post-withdrawal disbursement, the College will inform the student or parent electronically or in writing concerning the outcome of the post-withdrawal disbursement request.
- 8) A post-withdrawal disbursement must be made from available grant funds before available loan funds.

Title IV calculations performed at the time of a student's withdrawal:

- 1) Dollar amount earned: The dollar amount of Title IV aid earned by the student is calculated by--
 - a) determining the percentage of Title IV aid earned by the student; and
 - b) applying this percentage to the total amount of Title IV aid that was disbursed (and that could have been disbursed) as of the student's withdrawal date.
- 2) Percentage earned: The percentage of Title IV aid earned by the student is--
 - a) equal to the percentage of the payment period completed by the student as of the student's withdrawal date, if this date occurs on or before completion of 60 percent of the payment period; or

- b) 100 percent, if the student's withdrawal date occurs after completion of 60 percent of the payment period.
- 3) Percentage unearned: The percentage of Title IV aid unearned by the student is calculated by determining the complement of the percentage of Title IV aid earned by the student.
 - 4) Percentage of the payment period completed: The percentage of the payment period completed is determined by dividing the total number of calendar days in the semester into the number of calendar days completed in that semester.
 - 5) Total number of calendar days in the payment period: The total number of calendar days in the payment period includes all days within the semester, except that scheduled breaks of at least five consecutive days are excluded from both the total number of calendar days in a semester and the number of calendar days completed in that semester.
 - a) The length of the Fall 2017 term is 102 days (09/05/2017 – 12/20/17).
 - b) The length of the Spring 2018 term is 101 days (01/22/18 – 05/11/18).
 - 6) Total amount of unearned aid to be returned: The unearned amount of aid to be returned to the Title IV programs is calculated by subtracting the amount of Title IV aid earned by the student from the amount of Title IV aid that was disbursed as of the date of the institution's determination that the student withdrew.

Return of unearned aid, responsibility of the institution:

The College will return, the lesser of—

- 1) The total amount of unearned Title IV aid to be returned as calculated above; or
- 2) An amount equal to the total institutional charges incurred by the student for the payment period multiplied by the percentage of Title IV aid that has not been earned by the student.

Return of unearned aid, responsibility of the student:

After the institution has allocated the unearned funds for which it is responsible, the student must return assistance for which he or she is responsible.

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned Title IV aid to be returned.

The student (or parent in the case of funds due to a PLUS Loan) must return or repay, as appropriate, the amount determined in this section to—

- 1) any Title IV loan program in accordance with the terms of the loan; and
- 2) any Title IV grant program as an overpayment of the grant; however, a student is not required to return 50 percent of the grant assistance that is the responsibility of the student to repay under this section.

A student who owes an overpayment under this section remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment if, during those 45 days the student—

- 1) repays the overpayment in full to the College;
- 2) enters into a repayment agreement with the College in accordance with repayment arrangements satisfactory to the institution; or
- 3) signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the institution's determination that the student withdrew, the College will send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the institution.

If the College chooses to enter into a repayment agreement with a student who owes an overpayment Title IV, HEA grant funds, it will—

- 1) provide the student with terms that permit the student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds; and
- 2) require repayment of the full amount of the overpayment within two years of the date of the institution's determination that the student withdrew.

The College must refer to the Secretary of Education, an overpayment of Title IV, HEA grant funds owed by a student as a result of the student's withdrawal from the institution if—

- 1) the student does not repay the overpayment in full to the College; or
- 2) enter a repayment agreement with the College or the Secretary within the earlier of 45 days from the date the College sends notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment;
- 3) at any time the student fails to meet the terms of the repayment agreement with the College; or
- 4) the student chooses to enter into a repayment agreement with the Secretary.

A student who owes an overpayment is ineligible for Title IV, HEA program funds—

- 1) if the student does not meet the requirements of this section, on the day following the 45-day period; or
- 2) as of the date the student fails to meet the terms of the repayment agreement with the College or the Secretary.

A student who is ineligible for Title IV funds under this section regains eligibility if the student and the Secretary enter into a repayment agreement.

Order of return of Title IV funds:

All unearned Title IV funds returned by the institution or the student must first be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances in the following order:

- 1) Unsubsidized Federal Direct Stafford loans;
- 2) Subsidized Federal Direct Stafford loans;
- 3) Federal Perkins loans; and
- 4) Federal Direct PLUS received on behalf of the student

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

- 1) Federal Pell Grants;
- 2) Federal Supplemental Educational Opportunity Grants; and
- 3) Other grant or loan assistance authorized by Title IV of the HEA

Timeframe for the return of Title IV funds:

The College will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew.

Federal Calculation Worksheet

Trinity College uses federally-provided software to calculate the return of Title IV funds. Once the calculation has been performed, the student's financial aid package for the 2017-18 year will be adjusted accordingly (including adjustments to state and institutional funds as discussed below). A revised financial aid award letter and a copy of his or her Title IV refund calculation will be mailed to the student at their home address of record.

Return of State Funds

The regulations governing the return of state grant funds vary by state. Some states mandate the use of the College Refund policy, other states mandate the use of the federal policy, and some states have their own refund policy. A student who has been awarded state grant funds for the 2017-18 academic year must contact the Financial Aid Office for details regarding the regulations governing of his or her specific state grant.

Return of Institutional Funds

The return of institutional funds policy mirrors the College's Refund Policy established by the Student Accounts and Loans Office as detailed in the earlier Refund section:

First & Second Week	80%	(student keeps 20% of institutional aid)
Third Week	60%	(student keeps 40% of institutional aid)
Fourth Week	40%	(student keeps 60% of institutional aid)
Fifth Week	20%	(student keeps 80% of institutional aid)
After Fifth Week	0%	(student keeps 100% of institutional aid)

Sample Calculations

The following are sample calculations for students who withdraw from the College prior to the end of a semester. For additional sample calculations or to discuss the financial impact of withdrawing, students are encouraged to make an appointment to meet with the Director of Financial Aid.

- 1) John does not receive financial aid and his parents *paid the fall billed charges on his student account in full prior to the start of the semester*. He officially withdrew during the first day of class. According to Trinity's Refund Policy, John is entitled to an 80% refund.

The following is a record of John's student account activity for the fall semester:

<u>Item Type:</u>	<u>Debits</u>	<u>Credits</u>	<u>Notes</u>
Tuition	\$ 25,175		
General Fee	\$ 1,000		
Student Activity Fee	\$ 205		
Room	\$ 4,450		
Board	\$ 2,390		
Tuition Insurance	\$ 111		
Tuition Insurance Waiver		(\$ 111)	
eCheck payment		(\$ 33,220)	
Tuition		(\$ 20,140)	80% Refund
General Fee		(\$ 800)	80% Refund
Student Activity Fee		(\$ 164)	80% Refund
Room		(\$ 0)	Refund does not apply
Board		(\$ 2,390)	100% refund approved
Administrative Fee	\$ 350		
Total Debits/Credits:	\$33,681	(\$56,825)	

Balance on account to be refunded to the student: (\$23,144)

- 2) Sarah received a \$10,000 institutional scholarship for the fall term and did not apply for any federal financial aid. Sarah's parents *paid the remaining charges on her student account prior to the start of the semester*. She officially withdrew during the fourth week of class. According to Trinity's Refund Policy, Sarah is entitled to a 40% refund.

The following is a record of Sarah's student account activity for the fall semester:

<u>Item Type:</u>	<u>Debits</u>	<u>Credits</u>	<u>Notes</u>
Tuition	\$ 25,175		
General Fee	\$ 1,000		
Student Activity Fee	\$ 205		
Room	\$ 4,450		
Board	\$ 2,390		
Tuition Insurance	\$ 111		
Tuition Insurance Waiver		(\$ 111)	
Institutional Scholarship		(\$ 10,000)	
eCheck payment		(\$ 23,220)	
Tuition		(\$ 10,070)	40% Refund
General Fee		(\$ 400)	40% Refund
Student Activity Fee		(\$ 82)	40% Refund
Room		(\$ 0)	Refund policy does not apply
Board		(\$ 956)	40% Refund approved
Administrative Fee	\$ 350		
Institutional Scholarship	\$ 4,000		40% Refund - student keeps 60% of institutional scholarship
Total Debits/Credits:	\$37,681	(\$ 44,839)	

Balance on account to be refunded to the student: (\$7,158)

- 3) John received a federal subsidized Stafford loan in the amount of \$2,750 and an institutional grant in the amount of \$20,750 for the fall term. His parents made a \$9,749 payment prior to the start of the semester. John withdrew on October 13th, the 39th day of the 102 day fall term (after the fifth week of class). According to Trinity's Refund Policy, John is not eligible for a refund of tuition and fees. According to Trinity's institutional aid policy, he is allowed to keep 100% of his institutional grant. According to the Title IV Return calculation, John has earned only 38.2% of his federal aid.

$$\text{Amount Federal Aid Earned} = \frac{39}{102} \text{ (Number of days enrolled)} = 38.2\%$$

$$\text{Amount Federal Aid Earned} = \$2,721 \times 38.2\% = \$1,039 \text{ (rounded)}$$

$$\text{Amount Federal Aid Unearned} = \$2,721 \times 61.8\% = \$1,682 \text{ (rounded)}$$

Note: This amount of Federal Aid Unearned must be returned by the College to the federal program.

The following is a record of John's student account activity for the fall semester:

<u>Item Type:</u>	<u>Debits</u>	<u>Credits</u>	<u>Notes</u>
Tuition	\$ 25,175		
General Fee	\$ 1,000		
Student Activity Fee	\$ 205		
Room	\$ 4,450		
Board	\$ 2,390		
Tuition Insurance	\$ 111		
Tuition Insurance Waiver		(\$ 111)	
Trinity Grant		(\$20,750)	
Federal Sub Stafford Loan		(\$ 2,721)	Stafford loan amount less loan fees
eCheck payment		(\$ 9,749)	
Federal Sub Stafford Loan	\$ 1,682		Amount of Federal Aid Unearned
Administrative Fee	\$ 350		
Total Debits/Credits:	\$35,363	(\$33,331)	

Balance on account owed by the student to the College: \$2,032

- 4) Carol received a federal subsidized Stafford loan in the amount of \$2,750 and an institutional grant in the amount of \$20,750 for the fall term. Her parents made a \$9,749 payment prior to the start of the semester. Carol withdrew on November 10th, the 67th day of the 102 day fall term (after the fifth week of class). According to Trinity's Refund Policy, Carol is not eligible for a refund of tuition and fees. According to Trinity's institutional aid policy, she is allowed to keep 100% of her institutional grant. According to the Title IV Return calculation, Carol has earned 100% of her federal aid because she withdrew past the 60% point of the fall semester.

November 10th is past the 60% point of the semester:

$$\frac{67}{102} \text{ (Number of days enrolled)} = 65.7\%$$

102 (Number of days in term)

The following is a record of Carol's student account activity for the fall semester:

<u>Item Type:</u>	<u>Debits</u>	<u>Credits</u>	<u>Notes</u>
Tuition	\$ 25,175		
General Fee	\$ 1,000		
Student Activity Fee	\$ 205		
Room	\$ 4,450		
Board	\$ 2,390		
Tuition Insurance	\$ 111		
Tuition Insurance Waiver		(\$ 111)	
Trinity Grant		(\$20,750)	
Federal Sub Stafford Loan		(\$ 2,721)	Stafford loan amount less loan fees
eCheck payment		(\$ 9,749)	
Administrative Fee	\$ 350		
Total Debits/Credits:	\$33,681	(\$33,331)	

Balance on account owed by the student to the College: \$350

Addendum

A part-time student who withdraws from Trinity College before the 60% point of the term will be eligible to receive the lesser of their earned institutional grant funding or their billed charges before the \$350 Administrative fee has been assessed.