



**University of Hawaii Maui College (UHMC)
Return of Title IV Funds Handout**

Regulatory Reference – 668.22

When a recipient of Title IV aid (consisting of federal grants and/or loans) meets any of the following conditions:

- Completely and officially withdraws from their courses during the semester;
- Fails to earn a passing grade in any of their courses during the semester; and/or
- Stops attending before completing the semester;

then UHMC must perform a return calculation to determine the amount of Title IV aid that the student earned based on the student's reported last day of attendance (LDA) or withdrawal date (WD) as reported by UHMC faculty.

In the event that an LDA cannot be confirmed, the Financial Aid Office will have to presume that the student did not establish attendance. If it is found that the student never established attendance all financial aid will be cancelled and the student will be responsible for repaying any outstanding balances.

A Return to Title IV is calculated based on what was "earned" and any "unearned" aid is required to be paid back by the student. A student who is receiving Title IV aid and is contemplating not completing the semester should contact the Financial Aid Office to discuss the effects of not completing their classes.

Withdrawal Process:

To officially withdraw from UHMC, students must withdraw through their University of Hawaii portal. Students are encouraged to contact the Financial Aid Office prior to withdrawing from any classes to discuss the effects it may have. Students who fail to earn a passing grade in any of their courses during the semester and/or stops attending before completing the semester are considered to be unofficially withdrawn.

Timeframe for the Return of Title IV Funds:

UHMC Financial Aid Office is required to perform this calculation and notify the student within 30 days of the date the school determines that a student has completely withdrawn. UHMC will return any funds owed by the student to the Department of Education within 45 days from the date of determination.

Order of which financial aid is returned:

UHMC will return applicable funds in the following order: 1) Unsubsidized Direct Stafford loans 2) Subsidized Direct Stafford loans 3) Direct PLUS loans 4) Federal Pell Grants 5) SEOG grants.

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Calculation of the amount of Title IV aid earned by the student:

The amount of Title IV aid that is earned by the student is equal to the Title IV aid awarded for the semester multiplied by the percentage of the semester that the student completed as of the reported withdrawal date.

$$\text{Title IV semester award} \times \% \text{ of semester completed} = \text{Title IV aid earned}$$

- For both, complete official withdrawals and unofficial withdrawals the last date of attendance (LDA) reported by the instructor will be used to determine the '*% of semester completed*'.
- If the reported last day of attendance or withdrawal date occurs after the completion of 60% of the semester the student is entitled to all Title IV aid awarded for that semester.

Returning Unearned Title IV aid:

- If the calculated amount of Title IV aid that the student earned is **less** than the amount that was disbursed then the difference must be returned to the Title IV program.

$$\text{Title IV aid disbursed} - \text{Title IV aid earned} = \text{Unearned Title IV aid to be returned}$$

- Funds are returned first from the institution's tuition revenue account in an amount equal to the total institutional charges incurred by the student for the semester multiplied by the percentage of Title IV aid that was **not** earned by the student. **Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs.**

$$\text{Institutional Charges} \times \% \text{ of unearned Title IV aid} = \text{portion school returns}$$

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

$$\text{Unearned Title IV aid} - \text{portion school returns} = \text{portion student returns}$$

Providing students with earned, but not yet disbursed, Title IV aid:

- If the total amount of Title IV aid that the student earned is **more** than the disbursed amount, then the student may be eligible for a post-withdrawal disbursement equal to the difference.

$$\text{If Title IV aid earned} - \text{Title IV aid disbursed} > 0 \text{ then, post-withdrawal disbursement to student}$$

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Examples of Returning Unearned Title IV aid:

The following are examples of Return to Title IV calculations of students who were paid financial aid but did not complete the semester or failed all classes in a semester. Actual calculation may differ based on a student's tuition charges, when the student drops, what classes the students are registered for and what type of financial aid the student receives. These calculations only relate to the return of federal financial aid funds. The final amount you owe UH Maui College may be greater than the Return to Title IV amount due to institutional aid also being returned as well as our tuition and fees refund policies.

Scenario 1: A student registered for classes but dropped their classes the day before school started or did not ever attend their classes.

What Happens: The student did not establish any attendance in classes and so they are not eligible for any financial aid that was paid to them. They will need to return all financial aid.

Scenario 2: A student registered for classes but officially withdrew. Based on the instructors reported last date of attendance (LDA) the student attended 52% of the semester.

What Happens: The student dropped classes during the Withdrawal Period and will receive a 'W' grade for all classes.

The student will have to return 48% of eligible financial aid funds for that term.

The Return to Title IV calculation:

100% (total eligible federal financial aid funds)
– 52% (earned financial aid based on attendance)
48 % (amount of federal financial aid funds to be returned)

Scenario 3: A student registered for classes but stopped attending classes without withdrawing. The student is considered to be an unofficial withdrawal. Based on the instructors reported last date of attendance (LDA), the student attended 10% of the semester.

What Happens: Since the student did not officially withdraw and did not complete the class, the student received failing (F) grades in all their classes. The student will have to return 90% of the eligible financial aid funds for that term.

The Return to Title IV calculation

100% (total eligible federal financial aid funds)
– 10% (earned financial aid based on attendance)
90 % (amount of federal financial aid funds to be returned)

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