

Withdrawal from the University and Return to Title IV Policy

Withdrawal Process:

Withdrawal from all courses at the University is initiated by the student contacting the Registrar's Office (Dacotah Hall 103). A link to a withdrawal/exit form is provided to the student. When this form is submitted online, the withdrawal is processed by the Registrar's Office. The student's official withdrawal date is the date the student submitted the form. For students who fail to officially withdraw, the institution may administratively withdraw the student. The withdrawal date for an administrative withdrawal will be determined at the University's option to be 1) the midpoint of the enrollment period, or 2) the last documented date of attendance at an academically related event, or 3) the date an event occurred which prevented the student from officially withdrawing from the institution. Such events include illness, grievous personal loss, or other such circumstances beyond the student's control. To be considered "withdrawn" a student must have ceased enrollment in all classes at all SD Regental Universities.

Refund Policy:

Refunds for room are based on the percent of the enrollment period remaining after the date of withdrawal. Board refunds are based on the account balance as of the date of withdrawal. No refunds for room or board will be issued after 60% of the enrollment period has been completed.

Students who withdraw, drop out, or are expelled from the University within the drop/add period receive a 100% refund of tuition and related fees. The drop/add period is 10% of the number of calendar days between the first and last day of the class. Breaks of five or more days are not included when counting the total number of days but Saturdays, Sundays and holidays are.

Students who withdraw, drop out, or are expelled from the University after the 60% point of the enrollment period will receive no refund.

Students who withdraw, drop out, or are expelled from the University after the drop/add period and before 60% of the enrollment period has been completed will have a refund calculated on the percentage of the enrollment period remaining after the withdrawal date. The percentage is determined based on the date of withdrawal divided by the days in the enrollment period (minus breaks of 5 days or more). For example, if a student withdraws with 20% of the enrollment period completed, 80% of the tuition and fee charges will be refunded.

Students Who Do Not Receive Federal Title IV Financial Aid

The refund shall be determined by computing the percentage of the enrollment period remaining after the date of withdrawal times the tuition and fees originally assessed the student. At no time will refunds be awarded after the 60% point of the enrollment period.

Students Who Receive Federal Title IV Financial Aid (R2T4 Policy)

General Information: The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a University who receive Title IV financial aid. Title IV funds include the following financial aid programs: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, Federal Perkins Loans, Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants, and other Title IV assistance.

The requirements for Title IV program funds when withdrawing are separate from the NSU refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. NSU may also charge the student for any Title IV program funds that were required to be returned that were initially used to cover institutional charges.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money.

Post Withdrawal Disbursement: If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. NSU may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

Documenting Attendance: Before processing a Return to Title IV Funds, the University must verify the student began attendance in all classes used to determine financial aid eligibility. The University will contact all instructors to verify class attendance. If a faculty member indicates the student never attended, the University will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing the institution for the amount of unearned aid. If the student never attended any classes, all aid will be cancelled and the student billed for all outstanding charges.

Determining Earned Aid: Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. The University is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received.

If an amount to be returned to a federal program is determined, then a further calculation is made to determine how much of the amount needs to be returned by the University and how much, if any, needs to be returned by the student.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to the identified aid program.

Order of Aid to be Returned: The amount to be returned is distributed in a specified order – Direct Unsubsidized Loan, Direct Subsidized Loan, Perkins Loan, Direct PLUS Loan, Pell Grant, SEOG, TEACH, other Title IV assistance, other federal, state, institutional, and private aid, and last to the student.

Grant Overpayment: Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with NSU or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

Timeframe for Returning Title IV Aid: The Return of Title IV Funds calculation will occur as soon as possible but no later than 45 days after the date the University determined the student withdrew.

Timeframe for Refunding Credit Balance to Student: After the Return to Title IV Funds calculation has been completed and funds returned to the appropriate aid programs, any remaining credit balance will be disbursed to the student via check or EFT. This will be done as soon as possible but no later than 14 days after completion of the Return to Title IV calculation.

Notification to Student: Once the Return to Title IV Funds calculation has occurred, the Finance Office will notify the student of the results of the calculation, the aid that was returned, and any outstanding balance now due to the institution as a result.

The University strongly encourages students and parents to consult with the Financial Aid Office and/or Finance Office to determine the financial impact of withdrawing before making a final decision.

Unofficial withdrawals (all failing unearned grades): Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. Either the last day of academically related activity or mid-point of the term will be used to determine the amount of Title IV assistance that must be returned. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. The last date of attendance for unofficial withdrawals is calculated within 30 days of determining the student was an unofficial withdrawal and the Return of Title IV funds is processed within 45 days.