

Return of Title IV Funds Policy

NOTE: This policy applies only to eligible US and eligible non-US citizens receiving Title IV funds.

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

The Financial Aid Office is required by Federal Regulations to calculate a Return of Title IV funds for all students who are dismissed, withdraw, or take a leave of absence during a semester.

The Return of Title IV Funds is the amount of unearned aid you received at the beginning of the term that must be returned to the assigned federal aid programs. Any aid received in excess of the earned amount is considered unearned. Return of Title IV Funds in foreign institution is per payment period (in this University payment period/term refers to a semester).

If you receive financial aid and then withdraw from your course or drop below the half-time enrolment requirement, the Financial Aid office will determine whether any of the money must be returned to the U.S. Federal Aid Program. These funds must be returned in the following order:

1. Federal Stafford Student Loan - Unsubsidized Loan
2. Federal Stafford Student Loan - Subsidized Loan
3. Federal Graduate PLUS Loan
4. Federal Parent PLUS Loan

At Universidad De La Salle Bajío attendance is required; consequently, the withdrawal date will be last date student attended a academic activity, such as, present in a class, attended a clinic, or took an exam.

An official withdrawal is when the student completes the University's Withdrawal Form. For an unofficial withdrawal the determination should be no later than 14 days after the student's last date of attendance as determined by the school attendance records. The 14 days includes holidays, breaks, and weekends.

The school is NOT required to administratively withdraw a student who has been absent for 14 days. However, after 14 days, it is expected to have determined whether the student intends to return to classes or withdraw. If the student is eventually determined to be a withdrawal, the end of the 14- day period begins the time frame for completing an R2T4 calculation.

Regulations require the Universidad De La Salle Bajío perform calculations within 15 days from the last day of attendance, date the withdrawal or dismissal is determined, and must return any unearned funds to the lender within 45 days of the determination.

For example, a school determines on September 15 that a student has not attended since September 1. The school contacts the student, who says they've been ill but plans on coming back during the next week (and this falls within the time period for excused absences and absences allowed). For the moment the school delays taking any action. However, if the student

does not return, the school must complete a return calculation using September 1 as their last date of attendance, and September 15 as the date the school determined that the student withdrew. The school must return any unearned funds by October 30.

The date of the institution's determination that the student withdrew is not necessarily the same as a student's withdrawal date. A student's withdrawal date is used to determine the percentage of the payment period or period of enrollment completed and, therefore, the amount of aid a student has earned. The date of the institution's determination that the student withdrew is used to track required timeframes in the following circumstances:

- The University must offer any amount of a PWD that is not credited to the student's account within 30 days of the date of determination.
- If the student or parent submits a timely response that instructs the University to make all or a portion of a Direct Loan PWD, the University must disburse the funds within 180 days of the date of determination.
- The University must document a student's withdrawal date and maintain the documentation as of the date of determination.
- The University must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

Calculation

The Universidad De La Salle Bajío is required to return any unearned amounts of Federal Title IV funds to the appropriate Federal program(s) if the student stops attending before 60% of the term is completed, as measured in days. Students who remain enrolled through more than 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV funds.

Unearned Title IV funds must be returned to the appropriate program(s) in order to maintain aid eligibility for future enrollment periods. Any earned loan funds borrowed must be repaid according to the terms of the loan. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester.

Title IV aid earned is calculated as follows:

$$\frac{\text{\# of days completed by student}}{\text{Total \# of days in semester}} = \% \text{ of semester completed}$$

Note: Calculation does not include scheduled breaks of at least five consecutive days.

The percentage of the semester completed is the percentage of Title IV aid earned by the student. The percentage of Title IV unearned needs to be returned to the Department, and it is determined by subtracting the percentage earned from 100%.

For example:

1. The semester starts August 12, and ends on December 14. Students stops attending school September 30.
Student had been disbursed \$10,250.00 of Unsubsidized loan.

Number of days student attended 42 divided by the total number of days in semester 117 = 35.89%
Student earned 35.89% of the funds already disbursed, and unearned 64.11%. The amount that will need to be returned is \$6,571.27.

2. The semester starts August 12, and ends on December 14. Students stops attending school October 30.
Student had been disbursed \$10,250.00 of Unsubsidized loan.

Number of days student attended 72 divided by the total number of days in semester 117 = 61.53%
Student earned 61.53% of the funds already disbursed, and no funds will need to be returned, because student completed more than 60% of the semester.

If the Universidad De La Salle Bajío is required to pay money on your behalf to the U.S. Department of Education as a result of your early withdrawal, you will be required to repay that money to the Universidad De La Salle Bajío.

Only after these calculations and payments are made, will any remaining funds be returned to you or your parents (Parent PLUS only).

Institutional Charges

For Federal Student Aid purposes, the Institutional Charges considered in the Return Form R2T4 are the following:

- Tuition
- Instruments and Materials required for all CIRO students
- Instruments requested and paid through Title IV Funds enrolled in the Dual Degree program.

Post-Withdrawal Funds

If the amount disbursed to the student is less than the amount of Title IV earned, the difference is considered to be a post-withdrawal disbursement. Post-withdrawal eligibility can be used to credit outstanding charges on the student's tuition account. The University will notify the student and/or parent borrower of eligibility for a post-withdrawal disbursement within the required time (no longer than 30 days after withdrawal date is determined), and the student will have 15 days to answer. The student may decline the aid, so that additional debt is not incurred.

Leave of Absence

Do not confuse an approved Leave of Absence (LOA) for Title IV purposes with the Institutional Academic Leave Of Absence (LOA).

For Federal Student Aid Purpose, a leave of absence (LOA) is a temporary interruption in a student's program of study, and the Universidad De La Salle Bajío does not offer this type of Leave of Absence.

If a student begins a semester and stops attending school at any time during the semester, it is considered a withdrawal.

If a student begins and concludes the semester accordingly, but does not returned to the next scheduled semester, it will also be considered a withdrawal; the withdrawal date that will be reported in the National Student Loan Date System (NLSDS), will be the last day attended of previous semester; this will reduce the 6-month grace period to begin repaying your loans.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the University to perform an R2T4 calculation. If a LOA does not meet the conditions for an approved LOA (see below), the student is considered to have ceased attendance and have withdrawn from the University:

For a LOA to qualify as an approved LOA for Title IV purposes:

- The school must have a formal written LOA policy that requires all LOA requests to be submitted in writing; and the student must include the reason for their LOA request. The student must request, and the school must approve, the LOA in accord with the school's policy.
- There must be a reasonable expectation that the student will return from the LOA. This condition is specified to make clear that a school may not grant a student a LOA merely to delay the return of unearned Title IV funds.
- The school may not assess the student any additional institutional charges, the student's need may not increase, and, therefore, the student is not eligible for any additional Title IV aid.
- The school may grant a full tuition credit toward the course the student chooses to re-enter as a way to comply with this requirement that the student not be assessed any additional charges upon return from the leave.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
- A student returning from a LOA must resume classes at the same point in the academic program that they began the LOA.
- If the student has a Title IV loan, the school must explain to them, prior to granting the LOA, the effects that their failure to return from a LOA may have on the loan repayment terms, including the expiration of the grace period.
- A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no R2T4 calculation is required.
- Upon returning from the leave, the student continues to earn the Title IV aid previously awarded for the period. When a school grants a student a LOA, it must report a status of "A" (approved leave of absence) in NSLDS Enrollment Reporting. If the student fails to return within 180 days, the school must report the student as withdrawn. An attendance-taking school would report the last date of attendance (LDA) as the student's withdrawal date
- A school may permit a student to return to class before the expiration of the student's approved LOA to review material previously covered. However, until the student has resumed the academic program at the point they began the LOA, the student is still considered to be on the approved LOA.

Consequences of Outstanding Repayment Obligation

The Universidad De La Salle Bajío does not have the authority to waive or write off the repayment requirement regardless of the reason for the withdrawal, including extenuating circumstances such as illness, accident, or grievous personal loss.

A student who fails to return the unearned Federal Financial Aid funds will be referred to the U.S. Department of Education for collection and the University may withhold permission to register, use facilities, or render services. Until the repayment issue is resolved; the student's record will be "flagged" every time the student files a Free Application for Federal Student Aid (FAFSA).

Withdrawal Process

Students who find it necessary to withdraw from the Universidad De La Salle Bajío after enrolling for any academic term are required to follow the official withdrawal procedures. The process begins by completing the University's Withdrawal form, available at the Dental's School office and the office of Servicios Escolares.

Failure to follow formal withdrawal procedures may result in the assignment of failing grades in all courses, and the need to apply for readmission before being permitted to enroll in another academic term.

Contact Information

Financial Aid Office is located at the main campus, second floor, first building to the left entering the University by the street Avenida Universidad; above the souvenir store.

Campus Campestre Av. Universidad # 602 Col. Lomas del Campestre Leon, Gto. 37150 México	Hours of service Monday through Friday 9:00 a.m. to 3:00 p.m. and from 4:00 p.m. to 6:00 p.m.	Contact Elizabeth Torres Phone number: 52 (477) 710-8500 Ext. 4422 E-mail address: etorrest@lasallebajio.edu.mx
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