

# Davis Applied Technology College: A Utah College of Applied Technology Campus Student Financial Aid - Return to Title IV Policy

**Effective Date: 07/01/11**

Presidents Council Approval: 4/2/12

Revised: 3/8/12

Reviewed 2/14/2014

## 1. Purpose

When a recipient of Title IV grant aid withdraws from the College during a payment period in which the student began attendance, the Financial Aid Office must determine the amount of Title IV grant Aid that the student earned as of the student's withdrawal date.

## 2. References

Federal Student Aid Handbook Chapter 5  
Code of Federal Regulations, 34 CFR 668.22  
Davis Applied Technology College Student Financial Aid Policy - Satisfactory Progress

## 3. Definitions

**3.1 Competency Hours:** A method used by the College campus to measure satisfactory academic progress.

**3.2 Enrolled Hours:** Hours a student is scheduled to be in class.

**3.3 Attended Hours:** Hours a student actually attends class.

**3.4 Payment Period:** A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 150% of the scheduled hours for that payment period. For instance, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours worth of work by scheduled hour 450.

## 4. Policy

4.1 The Financial Aid Office will perform a Return of Funds Calculation using the Department of Education's "Return to Title IV" software or a comparably efficient electronic tool. Funds will be returned to the department within 45 days following the date the school determined the student withdrew.

4.2 A withdrawal date will be determined as the date the student submitted an official withdrawal date or in the case of a school initiated withdrawal, the last date the student attended classes. If a student notifies any school official of their intention to withdraw, the student is provided an official withdrawal form or one is completed for the student.

## 5. Procedures

**5.1 Disbursed Payments:** Students are eligible for aid disbursed based on scheduled hours. The College satisfactory progress policy requires completion of competency hours before payment of any subsequent disbursements. Therefore, when a student exceeds the amount of attended hours paid but has not earned a subsequent disbursement due to Satisfactory Progress requirements the student is still considered to be in the prior payment period.

**5.2 Return to Title IV Calculation:** The College will evaluate student withdrawals on a regular basis and calculate a Return to Title IV in a timely manner. All funds will be returned to the student or the Department of Education within 45 days after the school has determined the student has withdrawn.

**5.3 Post-withdrawal Disbursement:** If at the time the student withdraws, it is determined that a late

disbursement of Financial Aid could be made, a Post-Withdrawal Disbursement will be calculated and funds returned to the student as described in 5.2.

**5.4 Unearned Charges:** If at the time the student withdraws it is determined that unearned charges must be returned to the department of education, those funds will be returned as described in 5.2.

**5.3 Institutional Charges:** If the College is required to return funds, which leaves a balance owing on the student account, the student will be invoiced and billed for those charges.

**5.3 Title IV Overpayment:**

5.3.1 If it is determined, after completion of a Return to Title IV calculation, that the student has an overpayment of Title IV funds, the student will be notified within 45 days of the determination that the student has been overpaid. In addition, the aid administrator must notify NSLDS using the on-line screens of the student's overpayment status at the same time.

5.3.2 After attempting to collect the overpayment (two notifications) and the student fails to return the funds, the school will refer the overpayment to The Department of Education using the NSLDS online services.