

FEDERAL RETURN OF TITLE IV FUNDS AND WITHDRAWAL FROM THE UNIVERSITY REFUND POLICY

Students who leave the University prior to the end of the semester should follow the University's guidelines for withdrawing from the University. An Official Withdrawal form should be obtained from the Registrar's Office and once the Withdrawal Form is completed by the respective offices it should be returned to the Registrar's Office to be considered officially withdrawn. Students who stop attending all of their classes but fail to complete the official withdrawal process will be considered unofficially withdrawn.

If the University records show that as federal student aid recipient never attended a class and/or never performed an academically related activity for a semester, that recipient never established eligibility for any federal funds that may have been available for that semester or term. Therefore, in the event federal funding was disbursed, the amount in its entirety will be returned to the federal government and the student will be responsible for any outstanding balances due to the University.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. This statute applies to both official and unofficial withdrawals from the University.

If the student leaves the University prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds based on the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.
(Any break of five days or more is not counted as part of the days in the term.)
This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student did not receive any federal student aid but did receive other types of aid and later officially withdraws from the University, repayments will be based upon the University's refund policy.

If a student earned less aid than was disbursed, the University would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind, the calculations for this amount is based on the Department of Education, Title IV refund policy. In the event the returning of these funds results in the student owing a balance to the University, they will be required to clear all balances directly with Student Accounts.

If a student earned more aid than was disbursed, the University would owe the student a post-withdrawal disbursement that must be paid within 120 days of the student's withdrawal. Once it

has been determined that a student is due a post-withdrawal disbursement, the student and/or their parent will be notified and the process will be as follows:

1. Student will be informed either in person or via mail that they are entitled to a post-withdrawal disbursement of Federal Title IV funds based on the amount of aid that the student has earned.
2. Student and/or parent will receive written notification advising of their right to cancel or adjust any amounts of the disbursement they are eligible to receive.
3. Student and/or parent will be advised via written notification that all funds will be disbursed directly to the student's account.

All written notification will be sent no later than 10 business days of the Financial Aid office receiving notification of withdrawal from the University and the student and/or parent will have 10 business days to respond to the acceptance or denial of the post-withdrawal funds.

The University must return the amount of Title IV funds for which it is responsible no later than 45 dates after the date of the determination of the date of the student's withdrawal.

Refunds and Disbursements are allocated in the following order:

1. Subsidized and Unsubsidized Federal Stafford Loans
2. Subsidized and unsubsidized Direct Loans
3. FFEL/Direct PLUS (Graduate Student) Loans
4. FFEL/Direct Plus (Parent) Loans
5. Federal Pell Grant
6. FSEOG
7. Other Title IV assistance such as the LEAP Grant

For additional information, the Financial Aid Office can be reached at (804) 257-5882 or via email at finaid@vu.edu .

Virginia Union University
Financial Aid Office
1500 North Lombardy St.
Richmond, VA 23220

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