

AREA OF RESPONSIBILITY: Student Accounts  
RESPONSIBLE CONTACT: Director of Student Accounts  
POLICY IDENTIFICATION: Title IV Student Account Refund Policy  
DATE: (Revised: 07/10/2019)

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It is the policy of the University that students who have a credit balance on their account from excess federal student aid may be eligible to receive a refund. A credit balance, also known as a Title IV credit balance, results when the following conditions are met:

- Total federal Title IV financial aid disbursed to a student's account for a specific loan period exceeds the tuition, mandatory fees, and room and board charges by the University for the same loan period.
- The Title IV aid has been disbursed to the student's account. Pending aid is not refundable.

Title IV funds consist of federal student aid awarded from programs administered by the U.S. Department of Education. Title IV funds include:

- Direct Subsidized loans
- Direct Unsubsidized loans
- Perkins loans
- Direct Graduate PLUS loans
- Direct Parent PLUS loans
- Pell grants
- Supplemental Educational Opportunity grants (SEOG)
- Teacher Education Assistance for College and Higher Education (TEACH) grants
- Funds provided by any other public or private sources, scholarships and grants, outside scholarships, grants from other states, vocational rehabilitation funding, tuition exchange programs, Post 9/11 GI Bill benefits, and federal tuition assistance for active military service members are not Title IV funds.

The method of initiating the refund as well as the length of time it takes for a student to receive the refund is based on the type of credit depicted on the account. Federal regulations require each school to provide a method for students with excess Title IV aid to purchase books and supplies. At Virginia Union, students with excess Title IV aid are permitted to use pending or disbursed funds at the Panther bookstore in the form of a book voucher to purchase books and supplies. This method for buying books and supplies is optional.

Title IV refunds will automatically process within 14 days of applying the aid to the student's account, per federal regulations. The only exception is when a student gives specific written permission to hold all or a portion of the credit balance for additional tuition and fees during the same loan period within the limited circumstances permitted by federal regulations.

All refund checks (paper checks) expire 180 days (6 months) from the issue date of the check. The refund will be issued as a check and will be available to be picked up or mailed by the fourteenth day.

Federal Regulations require you to cash a federally funded refund check (Title IV Funds) within a timely manner. If a refund check is never cashed, Virginia Union University must return the funds to the Department of Education within 240 days of the original refund issue date. If funds are returned, then the University will not be able to reissue the Title IV funds returned.

Students in the graduate and Continuing and Professional Studies programs who borrow federal student loans are more likely to have excess Title IV aid disbursed to their accounts and to be eligible for a Title IV refund. Full-time undergraduates rarely qualify for a Title IV refund.

If a student's account has credits other than Title IV aid, the Financial Aid will determine eligibility for a Title IV refund in accordance with federal regulations.