

Refund & Return of Title IV Funds (R2T4) Policy

The University of Windsor's policy for the treatment of Title IV, HEA program funds when a student withdraws includes the following elements:

- Definitions
- General requirements
- Determination of withdrawal date
- Approved leave of absence
- Calculation of the amount of Title IV assistance earned by the student
- Percentage of payment period or period of enrollment completed
- Return of unearned aid, responsibility of the school
- Return of unearned aid, responsibility of the student
- Order of return of Title IV funds
- Timeframe for the return of Title IV funds
- Post-withdrawal disbursements
- Consumer information

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire *period of study* for which the assistance is awarded. When a student *withdraws*, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV loan funds withdraws from school after beginning attendance, the amount of *Title IV loan assistance earned* by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, *unearned Title IV funds* must be *returned*. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a *post-withdrawal disbursement* of the earned aid that was not received.

Definitions

Earned Title IV

The amount of Title IV funding that a student is eligible to receive.

FA Leave of Absence

An FA leave of absence is considered approved if the leave of absence does not exceed 180 days. A student returning from an FA approved leave of absence is able to resume academically at the point they left off. Otherwise, it is unscheduled leave and the student should be withdrawn for the purpose of Title IV.

Institutional Charges

Institutional charges are tuition, fees, room and board (if the student contracts with the institution for the room and board) and other educationally-related expenses assessed by the institution.

Period of Study

The academic period to which the student has applied for Title IV funding.

Post-Withdrawal Disbursement

Title IV eligibility that is calculated after a student has withdrawn from their studies that can be disbursed to the student.

Return of Title IV

The process that the University of Windsor undertakes to calculate the amount of earned and unearned Title IV aid after a student is considered withdrawn from their studies.

Title IV Funds

The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended). At the University of Windsor this includes the following programs:

- Unsubsidized Federal Direct Loan (Direct Loan)
- Subsidized Federal Direct Loan (Direct Loan)
- Federal Parent/Grad PLUS Loan

Unearned Title IV

The amount of Title IV funding that a student is not eligible to receive.

UWinsite Student

The student information system that students use to securely log in to, to retrieve information regarding their academic, student account and financial aid status. Procedures for activating a student UWIN ID can be found on the [UWinsite Student Homepage](#).

Withdrawal

The act by which a student either systematically withdraws themselves from a course or courses that places them under the required percentage course load or course units to maintain Title IV eligibility or does not return to studies within the payment period of study that the student has received Title IV funding for either voluntarily or involuntarily, i.e., student has been suspended or required to withdraw due to failure to meet the academic requirements of their program.

General Requirements

The University of Windsor operates on a credit-hour system. Each academic credit is weighted as 3.00 units of study. A full-time course load (100%) for most undergraduate programs is 5 credits or 15.0 credit units. Some courses are considered half credits or 1.5 credit units. A student taking 2.5 credits is considered half-time. A student taking less than 2.5 credits is considered less than half-time and is not eligible for Title IV funding. Graduate programs have a full-time requirement regardless of the number of courses or credit weights assessed within a

given semester. On exception, graduate students may be permitted to continue their studies on a half-time basis and would continue to be eligible for Title IV funding.

Withdrawal Date

The student's last date of attendance based on a documented, academically related activity. Specifically, the withdrawal date within a semester of study is determined by either the date that the student dropped all eligible courses within the academic term or the last day of the term prior, in the case of student not returning under an approved leave of absence.

A student is not considered withdrawn, if they reduce their course load to below half-time; the reduction represents a change in enrollment status, not a withdrawal, therefore R2T4 calculation is not completed. Likewise, an R2T4 calculation is not required for students who withdrew after they've completed a payment period.

Students enrol themselves by logging into the University of Windsor's Student Information System, *UWinsite Student*. To withdraw from a course or courses, students must securely log in to UWinsite Student to withdraw themselves from a course or courses. Alternatively, students who do not register themselves in a subsequent term that is within their approved payment period to which they have been assessed Title IV funding, unless an approved leave of absence is on record, will be considered as withdrawn effective the official last day of the prior term.

Approved Leave of Absence (LOA)

An FA leave of absence is considered approved if the leave of absence does not exceed 180 days in any 12-month period. A student returning from an FA approved leave of absence can resume academically at the point they left off. Otherwise, it is considered an unscheduled leave and the student is withdrawn for the purpose of Title IV funding. There is no formal leave of absence process in place for undergraduate studies. Graduate students must apply for a leave of absence in writing, to the [Graduate Studies Office](#). Students on an approved leave of absence are not eligible Title IV loans. If a student does not return to their scheduled studies at the expiration of an approved LOA, the student's withdrawal date is the date the student began the LOA.

Calculation of the Amount of Title IV Assistance Earned by the Student

The R2T4 calculation is based on the number of days the student attended minus unscheduled leave days that are 5 days or more divided by the total numbers of days in the payment period.

Percentage of Payment Period or Period of Enrollment Completed

If a student who has received Title IV funding withdraws from all courses prior to completing over 60% of a semester, they may be required to repay a portion of the federal financial aid received for that term. A pro rata schedule is used to determine the amount of federal student aid funds a student has earned at the time of withdrawal. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled.

Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Title IV aid is earned in a prorated manner on a per diem basis up to the 60% point in the term. Title IV aid is viewed as 100% earned once a student has completed more than 60% of the term.

Return of Unearned Aid, Responsibility of the School

The University of Windsor must return, in the order specified under 'Order of Return of Title IV Funds', the lesser of:

- The total amount of calculated, unearned title IV assistance to be returned, or
- An amount equal to the total *institutional charges* incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV loan assistance that has not been earned by the student.

A credit balance refund for withdrawn students is placed on hold until the R2T4 is calculated. The regulatory timeframe for any credit balance resets to 14 days from the date that the R2T4 calculation is completed.

Return of Unearned Aid, Responsibility of the Student

The student is responsible for the return of refunded Title IV funds for which the student was determined to be ineligible (to the Title IV loan program) within 45 days after notice from the University of an overpayment. Failure to return funds as required will result in the loss of eligibility for federal student aid. In addition, remaining unearned funds must be repaid by the student in accordance with the terms of the loans and conditions according to the promissory note.

After the institution has allocated the unearned funds for which it is responsible for calculating, the student must return assistance for which the student is responsible in the order specified in the section below.

The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned title IV assistance to be returned.

The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined to any title IV loan program in accordance with the terms of the loan.

A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the institution sends a notification to the student of the overpayment, or 45 days from the date the institution was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the institution
- Enters into a repayment agreement with the institution in accordance with repayment arrangements satisfactory to the institution, or
- Signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for title IV, HEA program funds.

A student who owes an overpayment is ineligible for Title IV, HEA program funds if the student has not met the repayment requirements on the day following the 45-day period or as of the date the student fails to meet the terms of the repayment agreement with the institution or the Secretary. A student who is ineligible for further Title IV funding regains eligibility if the student and the Secretary enter into a repayment agreement.

Order of Return of Title IV Funds

In accordance with federal regulations, when financial aid is involved, funds are allocated to the aid programs in the following order:

- Unsubsidized Federal Direct Loan (Direct Loan)
- Subsidized Federal Direct Loan (Direct Loan)
- Federal Parent/Grad PLUS Loan

Timeframe for the Return of Title IV Funds

The University of Windsor will offer any post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrew and return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date.

Consumer Information

Related consumer information can be found on the [Student Awards & Financial Aid | US Federal Student Aid website](#).

Post-Withdrawal Disbursements

A student who withdraws after the 60% point-in-time, even though a return is not required, a school may have to complete a “Return Calculation” to determine whether the student is eligible for a post-withdrawal disbursement.

The University will notify a student, or parent for a parent PLUS loan, in writing prior to making any post-withdrawal disbursement of loan funds within 30 days of the date of a school’s determination that a student has withdrawn. The notice will identify the type and amount of the loan funds to be credited to the student’s account and will advise the student, or parent for a parent PLUS loan, that they may accept or decline all or a portion of the funds. The notice will also advise the student, or parent for a parent PLUS loan, of the obligation to repay the loan funds should they choose to accept all or a portion of the funds.

If the student, or parent for a parent PLUS loan, does not wish to accept some or all the loan funds that the institution wishes to credit to the student’s account, the institution will not disburse those funds. The student, or parent for a parent PLUS loan, will be advised in this correspondence that they have thirty days from the date of notification to respond to the University. Failure to respond, or a late response may result in a return of post-withdrawal funds to the lender. If authorization from a student (or parent for a PLUS loan) is received after the deadline, the school is not obligated to make a post-withdrawal disbursement of loan funds.

If a student or parent submits a timely response accepting all or a portion of a post-withdrawal disbursement, per the student’s or parent’s instructions, the school will disburse the loan funds within 180 days of the date of the institution’s determination that the student withdrew.

Early Identification of Student Withdrawals

Using a system generated report, a weekly audit compares the number of courses that a student’s has been authorized funding for with the number of courses registered at the time the report is run. This report is emailed to the administrative unit weekly to follow-up on students where a course withdrawal has been noted.