



## **RETURN TO TITLE IV FUNDS POLICY**

### **I. Introduction**

In accordance with the 34 C.F.R. 668.22 of the Code of Federal Regulations, when a student receives Title IV grant(s) and/or loan(s) during a payment period in which he or she began attendance, Sagrado must determine the amount of the grant and/or loan assistance earned by the student as of his/her withdrawal date.

Universidad del Sagrado Corazón (“Sagrado” or “University”) must always return any unearned Title IV funds that it is responsible for within 45 days of the date Sagrado determined that the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date.

This policy applies to both undergraduate and graduate students. It excludes audit students, special students’ transients, and any others whose studies do not lead to a degree or Professional Certificate at the Universidad del Sagrado Corazon.

### **II. Process to Determine the Return of Title IV Funds**

#### **A. Determining the Withdrawal Date.**

1. The official date of withdrawal shall be deemed to be the date on which the student begins the official withdrawal process as established by Sagrado, which is the date when the student provides official notice to Sagrado of his or her intention to withdraw in writing by completing the withdrawal form in [mi.sagrado.edu](http://mi.sagrado.edu).

2. If Sagrado determines that the student did not initiate the withdrawal process or could not provide an official notification (including through third parties authorized by the student) to Sagrado of his or her intention to withdraw (e.g., due to illness, accident, personal loss or other circumstance beyond the student's control), the date of the student’s last academic activity date shall be considered as the official date of withdrawal. An academic event or activity is defined as, but not limited to, class attendance, taking an examination, tutoring, or academic activity of the University through computer use, academic counseling, submitting an assignment, or attending a study group assigned by the University. If the student ceases attendance to classes without officially notifying, Sagrado will consider 50% of the payment period as the date of withdrawal.

3. A student may rescind his or her notification for withdrawal by submitting a written and signed statement to the Office of Integrated Assistance certifying his or her intention to continue participating in the academic activities and to complete the period in which he or she is enrolled.

4. Determining the Completed Study Period. The percentage of the study period completed is determined as follows:

The total number of calendar days that the student completed in the payment period (up to the official withdrawal date) **divided by** the total number of calendar days in the payment period.

The total number of calendar days in a payment period includes all the days within that period but excluding the academic recess for five (5) or more consecutive days within that payment period.

### **B. Determining the Return Amount.**

1. Earned Title IV Funds. The amount of the earned Title IV funds is calculated as follows:

The percent of studies completed by the student **multiplied by** the amount of Title IV funds disbursed or eligible for disbursement.

If the withdrawal occurs on or before 60% of the payment period, the percentage earned will be equal to the percentage of the payment period that the student has completed as of the date of withdrawal. If the withdrawal occurs after 60% of the payment period has elapsed, 100% of the Title IV fund is considered to be earned.

2. Unearned Title IV Funds. The amount of the unearned Title IV funds is calculated as follows:

The total amount of financial assistance disbursed or eligible for disbursement **minus** the amount of financial assistance consumed by the student.

3. Title IV Funds Overpayments. Students who withdraw after receiving a disbursement for the remainder of the Title IV funds must return up to 50% of the unearned funds (“overpayment”). Students are informed of their obligation to return any overpayment in full when the total withdrawal is processed. Students who received an overpayment may be eligible, in the future, for Title IV funds if:

- a. They repay the overpayment in full to Sagrado, or
- b. They sign a repayment agreement directly with the Secretary of the Federal Department of Education at [www.nslds.ed.gov](http://www.nslds.ed.gov).

Students must be compliant with their obligations to receive Title IV funds including the payment in full to Sagrado of any overpayment received and/or the payment in full of the repayment agreement with the Secretary of the Federal Department of Education.

### **III. Returns by Sagrado**

1. Sagrado must return any unearned Title IV funds, that it is responsible for, within 45 days of the official withdrawal date and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Funds will be returned in the order prescribed by the U.S. Department of Education (listed below) within 45 days of the date of determination of a student's withdrawal.

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS
- Federal Pell Grants
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Teacher Education Assistance for College and Higher Education Grant (TEACH)

2. If the calculation results in a credit balance on the student's account, Sagrado will issue a refund to the student within 14 days after the credit balance occurred on the student's account.

### **IV. Post-Withdrawal Disbursement (PWD)**

Sagrado would owe the student a post-withdrawal disbursement to a student a post-withdrawal disbursement to a student who earned more Title IV funds than was disbursed by Sagrado to him or her as of the determination date. Sagrado will make a payment to the student within 180 days of the official withdrawal date. Sagrado will send a letter of explanation about the disbursement of funds due. If there is a remainder of "earned" funds (credit balance) after the educational related expenses have been covered, Sagrado will issue a refund to the student within 14 days after the credit balance occurred on the student's account.

If the post-withdrawal disbursement includes federal loans funds, Sagrado must receive, permission in writing from the student before it can be disbursed them. The student or Parent, in the case of the PLUS Loan, has 14 days from the date of the official post-withdrawal disbursement notification to accept or decline some or all of the loan funds. The post-withdrawal disbursement loan disbursement will not be made if a response is not received by Sagrado within this time frame.

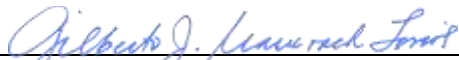
### **V. Questions About this Policy**

Questions regarding the scope and interpretation of this Policy should be directed to the Vice president Assistant of Enrollment at [asi@sagrado.edu](mailto:asi@sagrado.edu) or [mi.sagrado.edu](mailto:mi.sagrado.edu)>Students Services>Forms and Request> Solicitud ASI.

## **VI. Reporting Violations**

Violations to this Policy should be directed to the Compliance, Audit and Institutional Integrity Office. Any violations to this Policy will be addressed in accordance with the Sagrado's policies and procedures.

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation, and enforcement. If there is any ambiguity in any provision of this Policy, Sagrado reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact to Sagrado's operations and good faith, unless otherwise provided by law.

  
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**Gilberto J. Marxuach Torrós**  
President