

Policy

This requirement applies to students who receive federal student aid (includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and/or William D. Ford Direct Subsidized or Unsubsidized Loan(s), but not Federal Work-Study) and completely terminate enrollment prior to completing greater than 60% of the enrollment period.

1. Termination of enrollment can be the result of any of the following actions:
2. Student initiates an official withdrawal from National Park College.
3. Student is administratively dropped by instructors from all courses due to non-attendance. Student is administratively withdrawn from all courses as a result of disciplinary action.
4. Student is considered an unofficial withdrawal by receiving all failing grades, or a combination of failing grades, and either instructor initiated or student initiated drops.

The amount of Title IV aid an institution must refund to the federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. National Park College utilizes software provided our management information system, PeopleSoft, to calculate the amount of aid that must be refunded which was initially utilized to pay institutional charges. The depart date provided by the registrar's office is utilized to document the last date of enrollment. If the student is considered an unofficial withdrawal, and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date is used in the return of Title IV funds calculation if required. If a date cannot be determined for an unofficial withdrawal, the mid-point of the semester is utilized.

National Park College restores unearned aid used to pay institutional charges in the following order within 30 days of the withdrawal determination:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Pell Grant Federal
4. Supplemental Educational Opportunity Grant
5. Other Title IV Programs

A repayment may also be required of the student when a refund has been issued to a student from financial aid funds in excess of the amount utilized to pay institutional charges that the student fails to earn by maintaining enrollment. National Park College will also restore these funds to the appropriate source in the above order within 30 days of the withdrawal determination.

Students are billed for any unearned aid that was refunded to the federal aid program that caused institutional charges to be unpaid. Additionally, students will be billed for any monies the college returns on the student's behalf that is owed to the federal aid programs as a repayment of funds disbursed directly to the student for non-institutional charges. A letter detailing the

amount due to NPC is sent to students who withdraw. Copies of the Return to Title IV Funds calculation are provided to students upon request.

If a student earns more aid than was disbursed, the student may be eligible to receive a post withdrawal disbursement. Students are notified by mail of their eligibility for such a disbursement. If the post withdrawal disbursement is loan funds the student must confirm in writing that the loan funds are still wanted. A post withdrawal of grant funds is automatically credited to the student's account for outstanding charges.

If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the college before being refunded to the student.

Process

1. Establish the Academic Calendar for each payment period. This is established when setting up the new award year using the academic calendar approved and published by National Park College.
2. Each payment period calendar is provided to the Director of Financial Aid for input into the PeopleSoft Return to Title IV module.
3. Input is reviewed by the Assistant Director of Financial Aid. Confirmation of accuracy is noted by processing a sample R2T4 calculation.
4. R2T4's are processed beginning the week following roster certification. The expectation is for them to be identified on a bi-weekly basis with calculation and notifications being processed within 14 – 21 business days.
5. Direct Loan adjustments are provided to the loan officer. The award amount is determined based on the net amount provided by the director. The loan officer will make the adjustment through PeopleSoft and sent to COD. Adjustments to other Title IV funds are made by the Director. They are communicated to ED during the automated disbursement process. The disbursement process occurs approximately every 7 – 10 business days to ensure accounts remain in balance.
6. When all adjustments are made, the student accounts office is notified. New bills are generated reflecting any required return.
7. The following items should be retained and filed as specified:
 - Bi-weekly Report of R2T4s required should be retained and kept in date order.
 - A copy of the notification letter to the student, R2T4 Calculation, and the withdrawal form (if obtained), should be grouped and scanned into the student's Image Now file.
 - Paper copies should be retained through the end of the term.