# The Case Study Worksheets

### WITHDRAWAL RECORD (WR)

Completed properly when a student withdraws, this document provides all the data needed to calculated refunds and repayments and organizes it so that it's easy to use.

WITHDRAWAL RECORD				
1. Student Information 🕬				
Name	Start Date	Withdrawal Date/LDA		
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination		
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inst. inst. Tuition/Fees	inst. inst. Personal/Living	TOTAL Inst. Costs:		
Administrative Fee	Dependent Care			
Room & Board	Disability Costs	TOTAL		
Books & Supplies	Miscellaneous	Noninst. Costs:		
Transportation	Miscellaneous	Y		
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IF THE ANSWER TO BOTH QUESTIONS I calculation, you must determine the Portion That Remains (	S "YES." a statutory pro rata refund (	calculation is required for this student. For this nal costs that may be excluded, if any.		
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Incurred	Books & Supplies	Х	=	
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may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.		X		TOT/
be realised at other ing rates and their buarded.		NOT STREET		12612
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*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay	M =		TOTAL CASH DISBUR	250
these funds to the lender.	u —		TOTAL CASH DISBUR	SED
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			Total Cash Paid to Stud	
STEP THREE			(from Step Two)	
Repayment Amount	-		Total Costs Incurred (from Step One)	If the than to own
Funds must be returned to the appropriate program			1	N
account(s) within 30 days of the student's repayment to the school.			REPAYMENT AMOUNT TO BE DISTRIBUTED	2.3"
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REPAYMENT DIS				
TOTAL REPAYMENT				

# REFUND CALCULATION WORKSHEET

Completed using the figures from the WR, this Worksheet calculates unpaid charges and refunds, and can be used for non*pro rata* refund policies (except the Federal Refund Calculation.

STEP ONE Unpaid Charges	
	Total Institutional Costs (from Withdrawal Record)
	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
	Scheduled Cash Payment (S
bursements that have not yet been received, for ch the student is still eligible in spite of having hdrawn, must be counted to reduce the student's	(attribution not allowable)
eduled cash payment. This includes late State	Student's Cash Paid (from Withdrawal Record)
disbursements as allowed under written State icy. (Scheduled payments from sources other In those above cannot be counted in this manner.) If	UNPAID CHARGES
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and from help of the star	and a function of the state of
STEP TWO	Total Institutional Costs
Amount Betoined	(from Withdrawal Record) % Allowed to Retain*
se the percentage specified by the State, accrediting	(from refund policy being used
ency, Federal Refund Calculation, or institutional und policy being used for this calculation. For	Initial Amount Retained By The School
It in the enrolment period (see Withdrawal Record	UNPAID CHARGES achool cha
details), a statutory pro rata refund must also be culated. For every student receiving SFA funds, the 98	(from Step One)
tool must compare the possible refunds and use the generation that provides the largest refund.	AMOUNT RETAINED
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STEP THREE	Total Paid to Institutional Costs (from Withdrawal Record)
Refund Amount	Amount Retained
	(from Step Two)
menally, funds must be returned to the appropriate ogram account(s) within 30 days of the date of hidrawal, and to the lender within 60 days of the same.	REFUND AMOUNT TO BE DISTRIBUTED
	TO BE DISTRIBUTED
	escribed by Law and Regulation
REFUND DISTRIBUTION—Pr TOTAL REFUND	escribed by Law and Regulation
TOTAL REFUND	
TOTAL REFUND 1. Federal SLS Loan	8. Federal Perkins Loan
TOTAL REFUND 1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan	8. Federal Perkins Loan 9. Federal Pell Grant
TOTAL REFUND 1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan 3. Subsidized Federal Stafford Loan	8. Federal Perkins Loan     9. Federal Pell Grant     10. FSEOG
TOTAL REFUND 1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan 3. Subsidized Federal Stafford Loan 4. Federal PLUS Loan	B. Federal Perkins Loan     G. Federal Pell Grant     To FEEOG     To ther Title IV Aid Programs
TOTAL REFUND 1. Federal SLS Loan 2. Unsubsidized Federal Stafford Loan 3. Subsidized Federal Stafford Loan 4. Federal FULS Loan 5. Unsubsidized Federal Direct Stafford Loan	8. Federal Perkins Loan     9. Federal Pell Grant     10. FSEOG     11. Other Title IV Aid Programs     12. Other Federal, state, private, or institutional aid

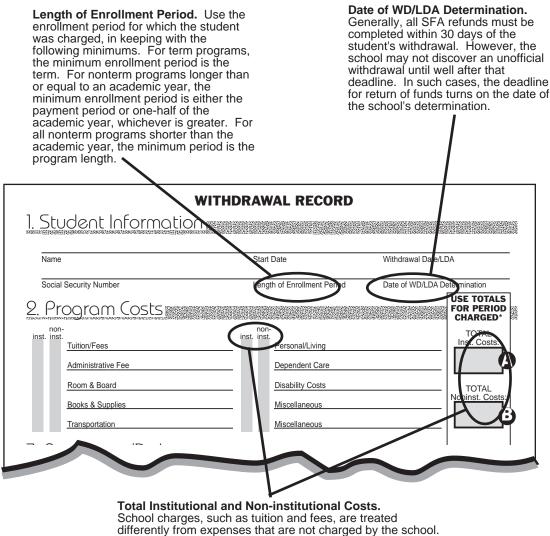
# REPAYMENT CALCULATION WORKSHEET

This Worksheet uses figures from the WR to calculate the repayment owed by the student.

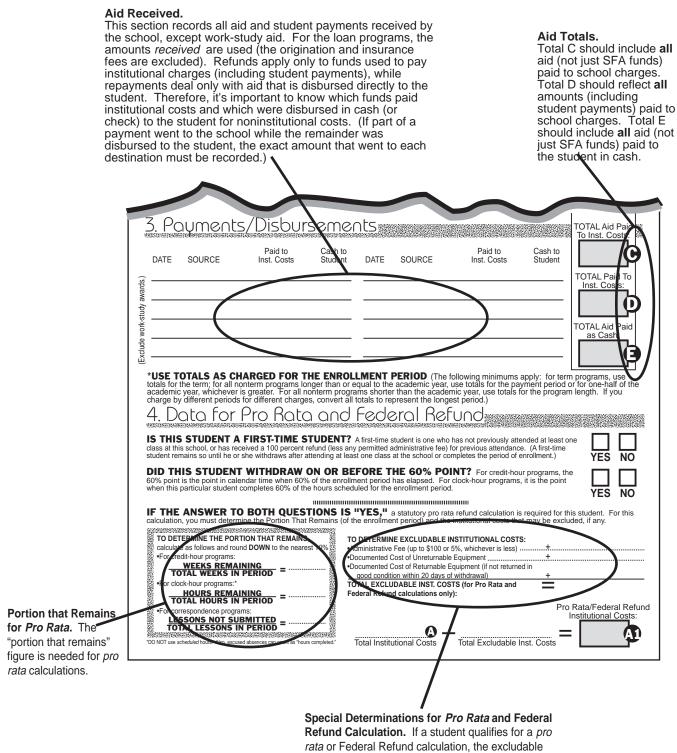
# PLUS, Pro Rata and Federal Refund Calculation Worksheets

# 🔤 Using The Withdrawal Record 🔤

**Each case study begins with a Withdrawal Record (WR).** Filled out properly, the WR easily organizes all the information needed to calculate refunds and repayments. The diagrams on these two pages describe how the WR is used and summarizes some important refund and repayment requirements. A blank WR and blank Worksheets appear on pp. 3-108 through 3-112, followed by two case studies showing the calculations of two regular (i.e., non*pro rata)* refunds and a repayment. The last three case studies are *pro rata* refund examples.



(For a discussion of what constitutes an institutional vs. a noninstitutional charge, see pg. 3-87.)



*rata* or Federal Refund calculation, the excludable costs (according to the regulatory rules) are needed for a refund calculation.

# **WARNING: DO NOT** use without the accompanying instructions!!

### WITHDRAWAL RECORD

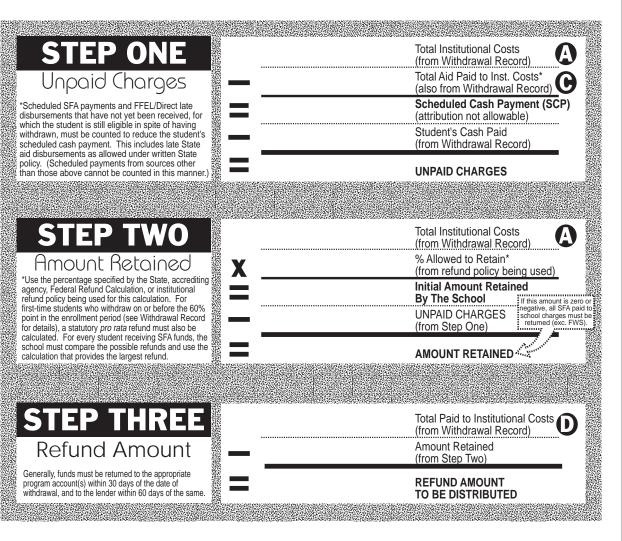
Name		Start Date		Withdrawal Date/L	DA
Social Security Number		Length of Enrol	Iment Period	Date of WD/LDA D	etermination
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non-		non-			CHARGED*
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Administrative Fee		Depende	ent Care		
Room & Board		Disability	Costs		TOTAL Noninst. Costs:
Books & Supplies		Miscellar	neous		Norminist. Costs.
Transportation		Miscellar	neous		
. Payments/[	)isbursem	ents			TOTAL Aid Paid
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Data for Pro	D Rata and <b>st-time studen</b> a 100 percent refund (less	J Federal A first-time student is c any permitted administrati	Refund ne who has not previou ve fee) for previous att	usly attended at least o endance. (A first-time	ne
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Data for Pro     THIS STUDENT A FIRST sat this school, or has received dent remains so until he or she with D THIS STUDENT WITH % point is the point in calendar t en this particular student complexity THE ANSWER TO BO culation, you must determine the TO DETERMINE THE PORTION T calculate as follows and round DOV	STATIME STUDEN a 100 percent refund (less thdraws after attending at FHDRAW ON OR ime when 60% of the eni- etes 60% of the hours sc THOUESTIONS a Portion That Remains ( HAT REMAINS, WN to the nearest 10%	I Federal any permitted administratileast one class at the scho BEFORE THE 609 ollment period has elapson heduled for the enrollment IS "YES," a statutory of the enrollment period) TO DETERMINE EXCLUE	Refund ne who has not previous ve fee) for previous atti- bol or completes the per- ded. For clock-hour pro- tad. For	usly attended at least o endance. (A first-time riod of enrollment.) edit-hour programs, th ograms, it is the point lation is required for th osts that may be exclu .COSTS: s less)+	ne YES NO e YES NO YES NO is student. For this ded, if any.
<b>USE TOTALS AS CHARG</b> tals for the term; for all nonterm ademic year, whichever is great arge by different periods for dif <b>Data</b> For Pro <b>THIS STUDENT A FIR</b> iss at this school, or has received ident remains so until he or she with <b>ID THIS STUDENT A FIR</b> % point is the point in calendar the net this particular student complet <b>THE ANSWER TO BO</b> Iculation, you must determine the <b>TO DETERMINE THE PORTION T</b> calculate as follows and round DO For credit-hour programs: <u>WEEKS REMAINING</u> <b>TOTAL WEEKS IN PERI</b> •For clock-hour programs: <u>HORS REMAINING</u> <b>TOTAL HOURS IN PERI</b>	C Rata and ST-TIME STUDEN a 100 percent refund (less thdraws after attending at THDRAW ON OR ime when 60% of the enu- ses 60% of the hours sc THORESTIONS a Portion That Remains ( HAT REMAINS, WN to the nearest 10% THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS THORESTIONS	I Federal any permitted administratileast one class at the scho BEFORE THE 609 ollment period has elapsy heduled for the enrollment S "YES," a statutory of the enrollment period) TO DETERMINE EXCLUID •Administrative Fee (up to •Documented Cost of Unre •Documented Cost of Retu	Refund we fee) for previous att iol or completes the period <b>POINT?</b> For created. For clock-hour pro- t period. Pro rata refund calcular and the institutional calcular <b>ABLE INSTITUTIONALE</b> \$100 or 5%, whichever in turnable Equipment (if nois) o days of withdrawal) <b>ST. COSTS (for Pro Rai</b>	usly attended at least o endance. (A first-time riod of enrollment.) edit-hour programs, th bgrams, it is the point lation is required for th bosts that may be exclu- costs: s less)+ returned in +	ne YES NO e YES NO YES NO is student. For this ded, if any.



United States Department of Education Student Financial Aid Programs

Case Studies 3 - 108

## **REFUND CALCULATION WORKSHEET**



### **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

### TOTAL REFUND

### 1. Federal SLS Loan

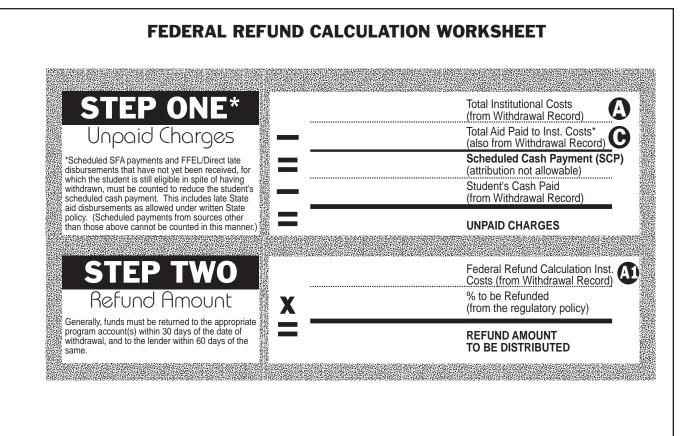
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan
- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student



<b>STEEP ONE</b> <b>Living Expenses</b> <b>Incurred</b> Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may		NST. COSTS hdrawal Record) X X X X X	EXPENSES ACTUALI (from school's repay = = = = = =	
be retained at differing rates and then totalled. <b>STEP TWO</b> <b>Cash Paid to Student</b> "FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.		~ 	Total Aid Paid as Ca (from Withdrawal R Cash Paid from FF TOTAL CASH DISI	ash ecord) 🕑 EL/Direct Funds*
<b>STEPPTHREE</b> <b>Repayment Amount</b> Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.	<b>_</b>		Total Cash Paid to (from Step Two) Total Costs Incurrer (from Step One) REPAYMENT AMC TO BE DISTRIBUT	d If this amount is I than \$100, the stu owes no repayme
	_			
<b>REPAYMENT DIST</b> TOTAL REPAYMENT 1. Federal Perkins Loan 2. Federal Pell Grant	RIBUTION—Pre	escribed I	by Regulatio	Dn
<ol> <li>Federal Pell Grant</li> <li>FSEOG</li> <li>Other Title IV Aid Programs</li> <li>Other Federal, State, private, or instituti</li> </ol>	onal aid			





**\*NOTE:** Because calculating a Federal Refund in this manner does not show the amount retained by the school, the subtraction of unpaid charges from that amount is also not shown. However, the unpaid charges amount must still be calculated for the student because the refund process may result in the school not keeping the full amount it is allowed to retain under the Federal Refund Policy. In such a case, the school may collect the remaining balance from the student (the unpaid charges amount).

### **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

#### TOTAL REFUND

- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan
- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student

## **PRO RATA REFUND CALCULATION WORKSHEET**

STEP ONE Unpaid Charges	Total Institutional Costs (from Withdrawal Record) Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State	Student's Scheduled Cash Payment (SCP) Student's Cash Paid (from Withdrawal Record)
policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)	UNPAID CHARGES
STEP TWO	Pro Rata Institutional Costs (from Withdrawal Record)
Refund Amount	X % to be Refunded (from the Portion That Remains)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the	Initial Refund Amount.
stane.	Unpaid Charges the school may bill the school may bill the school may bill the student for that amount. No refund is due.
	ACTUAL REFUND TO BE DISTRIBUTED

## **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

#### TOTAL REFUND

- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan
- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student



NOTE: This State calculation treats unpaid charges as required by regulation. This issue is currently under litigation.

Case Study #1

•Term school •Non-pro rata refund •Unpaid charges due

### **SCHOOL PROFILE**

Cottonwood University is a residential school offering two- and four-year programs on a semester term system. CU participates in the Pell, FFEL, and campus-based programs. Each semester is 15 weeks long, and the school uses the following refund policy, according to State law:

Student Withdraws:	School Retains:
Before classes First two weeks Third or Fourth week Fifth or Sixth week Seventh or Eighth week Ninth or Tenth week	0% (Full refund) 20% 30% 50% 75% 90%
After Tenth week	100% (No refund)

For students who begin classes, 50% of the books and supplies allowance is considered incurred (in keeping with the local bookstores' return policies). Other living expenses are prorated based on the remaining weeks in the term.

### STUDENT PROFILE

Russlyn McCullough enrolled as a freshman for the Fall Semester at Cottonwood University. She moved into the dorms. Her costs for the semester are as follows (institutional costs are asterisked):

Tuition & Fees*	\$2400
Room & Board*	\$3090
Books & Supplies	\$600
Transportation	\$850
Personal Expenses	\$900

Russlyn received the following financial aid for the academic year:

Federal Pell	\$2150
FSEOG	\$1100
Federal Stafford	\$2500
Federal Work-Study	\$1500
CU Scholarship	\$1000
Rotary Scholarship•	\$500
<ul> <li>(for 1st semester only)</li> </ul>	

Classes started on August 30, and Russlyn officially withdrew on November 1, in the tenth week.

#### **DISBURSEMENTS AND PAYMENTS**

CU received Russlyn's financial aid for the semester in the following order and amounts: \$1075 Pell, \$500 CU scholarship, \$550 FSEOG, \$1163 Stafford, and \$500 Rotary scholarship. All these amounts, plus Russlyn's \$500 cash payment, were credited to her account. No cash was disbursed, but Russlyn did earn FWS each week.

### **IMPORTANT POINTS**

Although Russlyn is a first-time student, because she withdrew after the 60% point in the term, a statutory pro rata calculation is not required. Because CU charges by the term, the costs and aid received for the semester are used on the WR. Note that origination and insurance fees were deducted from the Stafford amount reported on the WR, and that Russlyn's FWS award and earnings do not appear anywhere on the WR, because earnings from work cannot be recovered.

Because Russlyn's financial aid was not sufficient to pay her total school charges, unpaid charges exist and will affect the refund amount. No repayment calculation is necessary because Russlyn did not receive a cash disbursement of SFA funds. Refund distribution is prescribed by law, and CU returns the federal SFA funds first to the Stafford lender.

## WITHDRAWAL RECORD

I. Student Information			
<u>Rasslyn McCallough</u> Name	8/30	OFFICIAL_11	1/03
	Start Date 15-week semester	Withdrawal Date/L 11/03	DA
000–00–0000 Social Security Number	Length of Enrollment Period	Date of WD/LDA D	etermination
2. Program Costs			USE TOTALS FOR PERIOD CHARGED*
inst. Tuition/Fees 2400	inst. inst. Personal/Living	900	TOTAL Inst. Costs:
Administrative Fee	Dependent Care		5490 D
Room & Board 3090	)		TOTAL Noninst. Costs:
Books & Supplies     OOO       Image: Transportation     850			2350
3. Payments/Disburseme	ents		TOTAL Aid Paid
Paid to Cash to DATE SOURCE Inst. Costs Student	t DATE SOURCE In	Paid to Cash to st. Costs Student	<i>3788</i> <b>G</b>
<u>Pell 1075</u>	Rotary	500	TOTAL Paid To Inst. Costs:
<u> </u>			4288
student 500			7200
FSEOG 550			TOTAL Aid Paid as Cash:
Stafford 1163			03
*			

(Exclude work-study awards.)

\*USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

# 4. Data for Pro Rata and Federal Refund

**IS THIS STUDENT A FIRST-TIME STUDENT?** A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

# **DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT?** For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES	NO
YES	NO

7

**IF THE ANSWER TO BOTH QUESTIONS IS "YES,"** a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

🖉 Т	O DETERMINE THE PORTION THAT REMAINS,	TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:	
Т С () () () () () () () () () () () () ()	alculate as follows and round DOWN to the nearest 10%	•Administrative Fee (up to \$100 or 5%, whichever is less)	+
<b>ا•</b> 🕅	For credit-hour programs:	•Documented Cost of Unreturnable Equipment	+
3	WEEKS REMAINING	•Documented Cost of Returnable Equipment (if not returned in	
	TOTAL WEEKS IN PERIOD =	good condition within 20 days of withdrawal)	+
<b>ا•</b> 👯	For clock-hour programs:*	TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and	
•F	HOURS REMAINING TOTAL HOURS IN PERIOD	Federal Refund calculations only):	
	TOTAL HOURS IN PERIOD		Dro Doto/Endoral Dofund
🤹 •I	For correspondence programs:		Pro Rata/Federal Refund Institutional Costs:
	LESSONS NOT SUBMITTED TOTAL LESSONS IN PERIOD		Institutional Costs.
12712		Δ_	
	OT use scheduled hours. Also, excused absences can count as "hours completed."		
DO NO	on use scheduled hours. Also, excused absences can count as hours completed.	Total Institutional Costs Total Excludable Inst. Co	SIS

Case Studies 3 - 114

# **REFUND CALCULATION WORKSHEET**

STEP ONE	5490	Total Institutional Costs (from Withdrawal Record)
Unpaid Charges 🛛 🗕	3788	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
Scheduled SFA payments and FFEL/Direct late	1702	Scheduled Cash Payment (SCP (attribution not allowable)
which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State	500	Student's Cash Paid (from Withdrawal Record)
han those above cannot be counted in this manner.)	1202	UNPAID CHARGES
STEP TWO	5490	Total Institutional Costs (from Withdrawal Record)
Amount Retained X	90%	% Allowed to Retain* (from refund policy being used)
*Use the percentage specified by the State, accrediting agency, Federal Refund Calculation, or institutional refund policy being used for this calculation. For	4941	Initial Amount Retained By The School
first-time students who withdraw on or before the 60% point in the enrollment period (see Withdrawal Record for details), a statutory pro rata refund must also be	1202	UNPAID CHARGES (from Step One)
calculated. For every student receiving SFA funds, the school must compare the possible refunds and use the calculation that provides the largest refund.	3739	AMOUNT RETAINED
STEP THREE	4288	Total Paid to Institutional Costs (from Withdrawal Record)
Refund Amount 🛛 🗕 🔄	3739	Amount Retained (from Step Two)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.	549	REFUND AMOUNT TO BE DISTRIBUTED

# **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

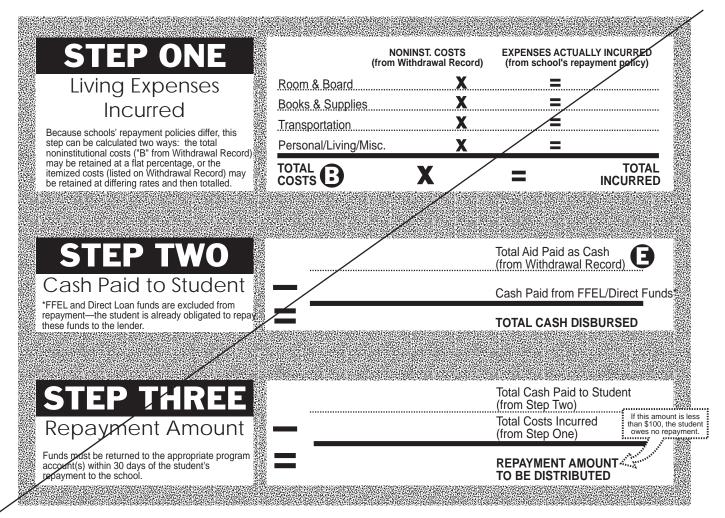
### TOTAL REFUND

- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan 549

549

- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student



# **NO REPAYMENT—No Cash Disbursed**

### **REPAYMENT DISTRIBUTION**—Prescribed by Regulation

### TOTAL REPAYMENT

- 1. Federal Perkins Loan
- 2. Federal Pell Grant
- 3. FSEOG
- 4. Other Title IV Aid Programs
- 5. Other Federal, State, private, or institutional aid

Case Study #2

Term school
Nonpro rata refund
No unpaid charges due

### SCHOOL PROFILE

Buchanan Community College offers one- and twoyear programs on a quarter term system. BCC participates in the Pell and FFEL programs. There is no on-campus housing; books can be purchased at any local bookstore. Each quarter is 11 weeks and BCC's refund policy is based on State law:

Student Completes:	School Retains:
Less than 15%	20%
16-30%	45%
31-50%	65%
51-80%	85%
81% or more	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred (in keeping with the local bookstores' return policies). Other living expenses are prorated based on the percentage of the term completed. BCC has all student loans disbursed by quarter, rather than in only two disbursements.

### **STUDENT PROFILE**

Terry Christiansen enrolled as a sophomore for the Fall Quarter at BCC. He rented an off-campus apartment, and his costs for the quarter are as follows (institutional costs are asterisked):

Tuition & Fees*	\$650
Room & Board	\$1100
Books & Supplies	\$210
Transportation	\$300
Personal Expenses	\$450

Terry received the following financial aid for the academic year:

Federal Pell	\$2200
Federal Stafford	\$2625
State Grant (non-SSIG)	\$1000

Classes started on August 29, and Terry withdrew unofficially during the term. At the end of the quarter, BCC records showed that Terry took an exam on September 18. With no further record of attendance for Terry, BCC used that date as Terry's last date of attendance.

### DISBURSEMENTS AND PAYMENTS

BCC received Terry's State grant disbursement of \$334 and credited it to his account. When his \$814 Stafford disbursement came in, \$316 went to the school account and the rest was paid to Terry in cash. The \$734 Pell disbursement was also paid in cash to Terry.

### **IMPORTANT POINTS**

Because he is not a first-time student, a statutory pro rata calculation is not required for Terry. In completing the WR, BCC uses the costs and aid received for the quarter. (The origination and insurance fees have been deducted from the Stafford amount reported on the WR.)

Because Terry's financial aid paid his institutional costs, there are no unpaid charges. In the repayment calculation, living expenses incurred are calculated using the rates specified in the school's policy, based on the number of weeks Terry attended. It is BCC's policy to count a 4-day week as a full week, so Terry attended 3 weeks. (To figure the percentage incurred, BCC uses a ratio of weeks completed  $\div$  total weeks in enrollment period, or  $3 \div 11$ , which equals 27%. This percentage is used on the Repayment Calculation Worksheet, for all living expenses except books & supplies, which were incurred at the rate of 50% as noted in the School Profile above.)

## WITHDRAWAL RECORD

I. Student Ir	htormatic	ΩΩ					
Terry Christians	sen		8/3	80	UNDI	FFICIAL—	_9/18
Name				Date veek quarter	V	/ithdrawal Date 11/15	/LDA
000-00-0000 Social Security Number	•			th of Enrollment Pe	riod D	ate of WD/LDA	Determination
2. Program	_						USE TOTALS FOR PERIOD CHARGED*
inst. inst.		650	inst. inst	Personal/Living		450	TOTAL Inst. Costs:
Administrative F	ee			Dependent Care			650
Room & Board		1100		Disability Costs			- TOTAL
Books & Suppli	es	210		Miscellaneous			- Noninst. Costs:
Transportation		300		Miscellaneous			2060
3. Payment	s/Disbur	Semei	nts				TOTAL Aid Paid
DATE SOURCE	Paid to Inst. Costs	Cash to Student	DATE	SOURCE	Paid to Inst. Costs	Cash to Student	650 <b>C</b>
<u>State</u>	334						TOTAL Paid To Inst. Costs:
<u>Stafford</u>	316	498					
Pell		734					650
							TOTAL Aid Paid as Cash:
							1232
							606

(Exclude work-study awards.

\*USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

# 4. Data for Pro Rata and Federal Refund

**IS THIS STUDENT A FIRST-TIME STUDENT?** A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

**DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT?** For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

NO

**IF THE ANSWER TO BOTH QUESTIONS IS "YES,"** a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

35			
55	TO DETERMINE THE PORTION THAT REMAINS,	TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:	
3	calculate as follows and round DOWN to the nearest 10%	•Administrative Fee (up to \$100 or 5%, whichever is less)	+
125	•For credit-hour programs:	•Documented Cost of Unreturnable Equipment	+
	WEEKS REMAINING	<ul> <li>Documented Cost of Returnable Equipment (if not returned in</li> </ul>	
	TOTAL WEEKS IN PERIOD	good condition within 20 days of withdrawal)	+
200	•For clock-hour programs:*	TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and	=
	TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10% •For credit-hour programs: WEEKS REMAINING TOTAL WEEKS IN PERIOD =	Federal Refund calculations only):	
	TOTAL HOURS IN PERIOD		Pro Rata/Federal Refund
	•For correspondence programs:		
152	LESSONS NOT SUBMITTED		Institutional Costs:
	TOTAL LESSONS IN PERIOD	Δ	
		<b></b>	— Al
*DC	ONOT use scheduled hours. Also, excused absences can count as "hours completed."	Total Institutional Costs Total Excludable Inst. Co	Josts

Case Studies 3 - 118

# **REFUND CALCULATION WORKSHEET**

STEP ONE	650	Total Institutional Costs (from Withdrawal Record)
Unpaid Charges –	650	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
*Scheduled SFA payments and FFEL/Direct late	0	Scheduled Cash Payment (SCP) (attribution not allowable)
which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State	0	Student's Cash Paid (from Withdrawal Record)
aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)	0	UNPAID CHARGES
		-
STEP TWO	650	Total Institutional Costs (from Withdrawal Record)
Amount Retained 🛛 🗙	45%	% Allowed to Retain* (from refund policy being used)
*Use the percentage specified by the State, accrediting agency, Federal Refund Calculation, or institutional refund policy being used for this calculation. For	293	Initial Amount Retained By The School
first-time students who withdraw on or before the 60% point in the enrollment period (see Withdrawal Record for details), a statutory <i>pro rata</i> refund must also be		UNPAID CHARGES
calculated. For every student receiving SFA funds, the student school must compare the possible refunds and use the	293	AMOUNT RETAINED
calculation that provides the largest refund.	273	AMOUNT RETAINED ~~~~
STEP THREE	(50	Total Paid to Institutional Costs
	650	(from Withdrawal Record)
Refund Amount	293	(from Step Two)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the same.	357	REFUND AMOUNT TO BE DISTRIBUTED

# **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

т	OTAL REFUND	357
4	Foderal CLC Loop	

- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan 357
- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student

STEP ONE		NINST. COSTS Vithdrawal Record)		SES ACTUALLY IN chool's repayment	
Living Expenses Incurred Because schools' repayment policies differ, this step can be calculated two ways: the total	Room & Board Books & Supplies Transportation Personal/Living/Misc.	1100 X 210 X 300 X 450 X	27% 50% 27% 27%	= 297 = 105 = 81 = 122	503
noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.	TOTAL O	X	=	105	
<b>STEP TWO</b> Cash Paid to Student	<b>—</b>	1232 498	(from W	I Paid as Cash ithdrawal Reco aid from FFEL/I	
*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.	=	734	TOTAL	CASH DISBUR	SED
<b>STEP THREE</b> Repayment Amount	<b>—</b>	734 605	(from St	sts Incurred	In this amount is I than \$100, the stu owes no repayme
Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.	=	129	REPAYI TO BE I	MENT AMOUN DISTRIBUTED	T

# **REPAYMENT DISTRIBUTION**—Prescribed by Regulation

# TOTAL REPAYMENT 129

- 1. Federal Perkins Loan
- 2. Federal Pell Grant 129
- 3. FSEOG
- 4. Other Title IV Aid Programs
- 5. Other Federal, State, private, or institutional aid

# Case Study #3

Non-term school
Statutory pro rata refund
Unpaid charges due

### SCHOOL PROFILE

Copperfield Technical Institute offers 900 and 1200 clock-hour programs, and charges for the entire program at the time of enrollment. CTI participates in the Pell and FFEL programs. The 900-hour program lasts 30 weeks (an academic year) and is divided into two payment periods, 450 hours each. The 1200-hour program is 40 weeks long and is divided into three payment periods: 450 hours, 450 hours, and 300 hours. CTI uses its State refund guidelines:

Student Completes:	School Retains:
Less than 10%	40%
11-30%	60%
31-50%	80%
51% or more	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed.

### **DISBURSEMENTS AND PAYMENTS**

### STUDENT PROFILE

Wendy Loggins enrolled in a 900-hour program at Copperfield. She rents an apartment, and her costs for the program are as follows (institutional costs are asterisked):

Tuition & Fees*	\$4500
Room & Board	\$2730
Books & Supplies	\$630
Transportation	\$900
Personal Expenses	\$1350

Wendy received the following financial aid for the academic year:

Federal Pell	\$2300
Federal Stafford	\$2625
Federal PLUS	\$3600

Wendy began her program on October 2 and officially withdrew on February 18 of the next year, after completing 450 clock hours (50% of the program). CTI calculated both a State refund and a statutory pro rata refund, and found that the statutory pro rata refund was the largest.

Wendy's Stafford disbursement of \$1221 went to pay school charges, as did the Pell disbursement of \$1150 and the PLUS disbursement of \$1674. The school did not disburse any cash to Wendy.

### **IMPORTANT POINTS**

In completing the WR for a statutory pro rata calculation, CTI uses the costs and amounts paid for the entire program (which is the enrollment period).

Wendy has an unpaid balance, but it will be treated differently under the statutory pro rata calculation—unpaid charges are subtracted from the initial refund amount. No repayment is calculated because no cash was disbursed. The refund is distributed first to Stafford and then to PLUS.

# WITHDRAWAL RECORD

1. Student Information		νεγιαιαι	- /
Wendy Loggins	10/04	OFFICIAL	
Name 000-00-0000	Start Date 900–hr/30–wk, acad	Withdrawal Date/ year 2/18	LDA
Social Security Number	Length of Enrollment Period	Date of WD/LDA	Determination
		2010 01 112/22/1	USE TOTALS
2. Program Costs			FOR PERIOD CHARGED*
non- inst. inst. Tuition/Fees	500 inst. inst.	1350	TOTAL Inst. Costs:
Administrative Fee	Dependent Care		4500 A
	Disability Costs		- TOTAL Noninst. Costs:
Books & Supplies	<u>630</u> <u>Miscellaneous</u>		
Transportation	900 <u>Miscellaneous</u>		<u>5610</u>
3. Payments/Disburse	ments		TOTAL Aid Paid
DATE SOURCE Inst. Costs	Cash to Student DATE SOURCE In	Paid to Cash to nst. Costs Student	4045 <b>G</b>
<u>Stafford 1221</u>			TOTAL Paid To
Pell 1150			Inst. Costs:
PLUS 1674			<i>4045</i> <b>P</b>
			TOTAL Aid Paid as Cash:
*USE TOTALS AS CHARGED FOR THE totals for the term; for all nonterm programs longer academic year, whichever is greater. For all nonte charge by different periods for different charges, co	<b>ENROLLMENT PERIOD</b> (The followin than or equal to the academic year, use tot rm programs shorter than the academic yea onvert all totals to represent the longest peri	ig minimums apply: for te als for the payment perioc ar, use totals for the progra iod.)	rm programs, use d or for one-half of the am length. If you

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					Rata				
5185325	11-12-12 Sec. 1	4801833	AL WAR	Service Party	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	201221120121722-5	AL SULAD STATE	12-012-0-12-0-12	1,3018-025

**IS THIS STUDENT A FIRST-TIME STUDENT?** A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

**DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT?** For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES	NO
YES	NO

Pro Rata/Federal Refund Institutional Costs:

0

+

Total Excludable Inst. Costs

#### 

**IF THE ANSWER TO BOTH QUESTIONS IS "YES,"** a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS: •Administrative Fee (up to \$100 or 5%, whichever is less) ......

•Documented Cost of Unreturnable Equipment

•Documented Cost of Returnable Equipment (if not returned in

good condition within 20 days of withdrawal) TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and

Federal Refund calculations only):

Total Institutional Costs

TO DETERMINE THE PORTION THAT R	EMAINS,
calculate as follows and round DOWN to t	he nearest 10% 👸
•For credit-hour programs:	
WEEKS REMAINING	-
TOTAL WEEKS IN PERIOD	-
•For clock-hour programs:*	150
HOURS REMAINING	_ 450
TOTAL HOURS IN PERIOD	- 000
•For correspondence programs:	700
LESSONS NOT SUBMITTED	-
TOTAL LESSONS IN PERIOD	
	THE REPORT OF THE ASSAULT OF THE AS

\*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

Case Studies 3 - 122

# **PRO RATA REFUND CALCULATION WORKSHEET**

STEP ONE	4500	Total Institutional Costs (from Withdrawal Record)
Unpaid Charges	<b>—</b> 4045	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having	<b>=</b> 455	Student's Scheduled Cash Payment (SCP)
withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State	<u> </u>	Student's Cash Paid (from Withdrawal Record)
policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)	<b>=</b> 455	UNPAID CHARGES
STEP TWO	4500	Pro Rata Institutional Costs (from Withdrawal Record)
Refund Amount	<b>X</b> 50%	% to be Refunded (from the Portion That Remains)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the	<b>=</b> 2250	Initial Refund Amount
same.	<b>—</b> 455	Unpaid Charges (from Step One) If this amount is negative, the school may bill the student for that amount. No refund is due.
	<b>=</b> 1795	ACTUAL REFUND TO BE DISTRIBUTED

# **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

TOTAL REFUND	1795

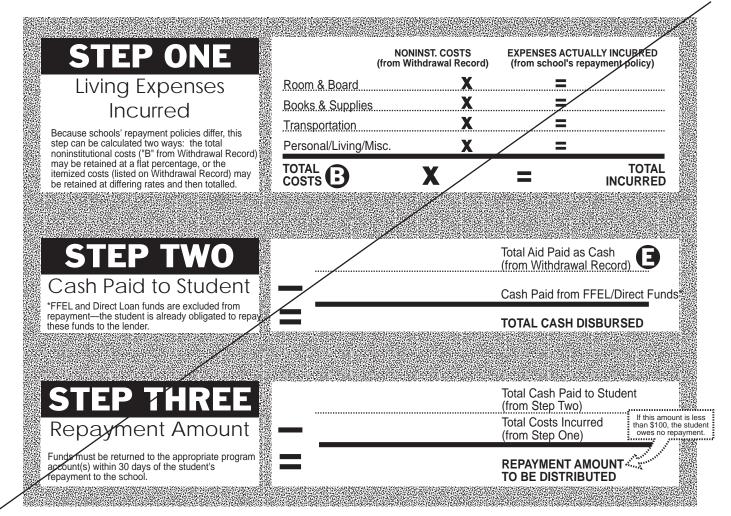
- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan 1221

.....

- 4. Federal PLUS Loan 574
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student

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# **NO REPAYMENT—No Cash Disbursed**

### **REPAYMENT DISTRIBUTION**—Prescribed by Regulation

### TOTAL REPAYMENT

- 1. Federal Perkins Loan
- 2. Federal Pell Grant
- 3. FSEOG
- 4. Other Title IV Aid Programs
- 5. Other Federal, State, private, or institutional aid

### SCHOOL PROFILE

Copperfield Technical Institute offers 900 and 1200 clock-hour programs, and charges for the entire program at the time of enrollment. CTI participates in the Pell and FFEL programs. The 900-hour program lasts 30 weeks (an academic year) and is divided into two payment periods, 450 hours each. The 1200-hour program is 40 weeks long and is divided into three payment periods: 450 hours, 450 hours, and 300 hours. CTI's institutional refund policy is as follows:

Student Completes:	School Retains:	
Less than 10%	40%	
11-30%	60%	
31-50%	80%	
51% or more	100% (No refund)	

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed.

### **DISBURSEMENTS AND PAYMENTS**

# STUDENT PROFILE

Tom Servo enrolled as a sophomore in a 1200-hour program at Copperfield. He lives at home with his parents, and his costs for the program are as follows (institutional costs are asterisked):

Tuition & Fees*	\$6000
Room & Board	\$3640
Books & Supplies	\$850
Transportation	\$1200
Personal Expenses	\$1850

Tom received the following financial aid for the academic year:

Federal Pell	\$2300
Federal Stafford	\$2625
Federal PLUS	\$4000

Tom began his program on January 11 and last attended class on May 3, after completing 420 clock hours (35% of the program). There is no state or accrediting agency policy, and pro rata does not apply, so CTI compared its institutional refund to the Federal Refund Policy. The Federal Refund was larger.

Tom's Pell disbursement of \$1150 was applied to school charges, as were the first disbursements of both the Stafford and the PLUS loans, in the amounts of \$928 and \$1414 respectively (CTI requested that the lender disburse by payment period). No cash was disbursed.

### **IMPORTANT POINTS**

Because he is not a first-time student, a statutory pro rata calculation is not required for Tom. Because CTI is located in a State that does not have a refund policy, and CTI's accrediting agency's policy has not been approved by the Department, CTI must compare its institutional refund policy to the Federal Refund Calculation to determine the largest available refund. In Tom's case, the Federal Refund Calculation resulted in a larger refund.

In completing the WR, CTI uses the costs and amounts paid for the entire program. Tom withdrew after completing 35% of the enrollment period (after the first 25% but before the first 50% of the period), so he is due a 25% refund of his institutional charges. (CTI can exclude a \$100 administrative fee before assessing the 25%.) No repayment is calculated because no cash was disbursed.

# WITHDRAWAL RECORD

I. Student Information			
Tom Servo	1/11	UNDFFICIAL—	-5/03
Name	Start Date	Withdrawal Date/L	DA
000–00–0000 Social Security Number	1200–hr program Length of Enrollment Period	10/18 Date of WD/LDA D	
2. Program Costs	Length of Lindiment rendu		USE TOTALS FOR PERIOD CHARGED*
inst. inst. Tuition/Fees 600 Administrative Fee	Dependent Care	1850	TOTAL Inst. Costs:
Room & Board     364       Books & Supplies     83       Transportation     120	50 <u>Miscellaneous</u>		TOTAL Noninst. Costs: 7540
3. Poyments/Disbursen DATE SOURCE Inst. Costs Stud Stakford 928	nents h to	Paid to Cash to Inst. Costs Student	TOTAL Aid Paid To Inst. Costs: 3492 C
(; <u>;</u> <u>- 3000000 920</u> Pell 1150			TOTAL Paid To Inst. Costs:
Exclude work-stridy awards:) Pell 1150 PLUS 1414			3492 TOTAL Aid Paid as Cash:
*USE TOTALS AS CHARGED FOR THE EN totals for the term; for all nonterm programs longer tha academic year, whichever is greater. For all nonterm charge by different periods for different charges, convo 4. Data For Pro Rata and IS THIS STUDENT A FIRST-TIME STUDEN class at this school, or has received a 100 percent refund (le student remains so until he or she withdraws after attending	NG Federal Refur	ot previously attended at least of vious attendance. (A first-time	
<b>DID THIS STUDENT WITHDRAW ON OF</b> 60% point is the point in calendar time when 60% of the 60% when this particular student completes 60% of the hours	enrollment period has elapsed. For clock		YES NO

#### 

**IF THE ANSWER TO BOTH QUESTIONS IS "YES,"** a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

Federal Refund calculations only):

**Total Institutional Costs** 

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

•Administrative Fee (up to \$100 or 5%, whichever is less) .....

Documented Cost of Unreturnable Equipment .....

•Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and

Δ

🎇 TO DETERMINE THE PORTION THAT REMAINS, 👘 🖉
calculate as follows and round DOWN to the nearest 10%
For credit-hour programs:
WEEKS REMAINING
TOTAL WEEKS IN PERIOD =
•For clock-hour programs:*
HOURS REMAINING
TOTAL HOURS IN PERIOD
•For correspondence programs:
LESSONS NOT SUBMITTED _
TOTAL LESSONS IN PERIOD

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Total Excludable Inst. Costs

Pro Rata/Federal Refund Institutional Costs:

100

100

+

+

<sup>\*</sup>DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

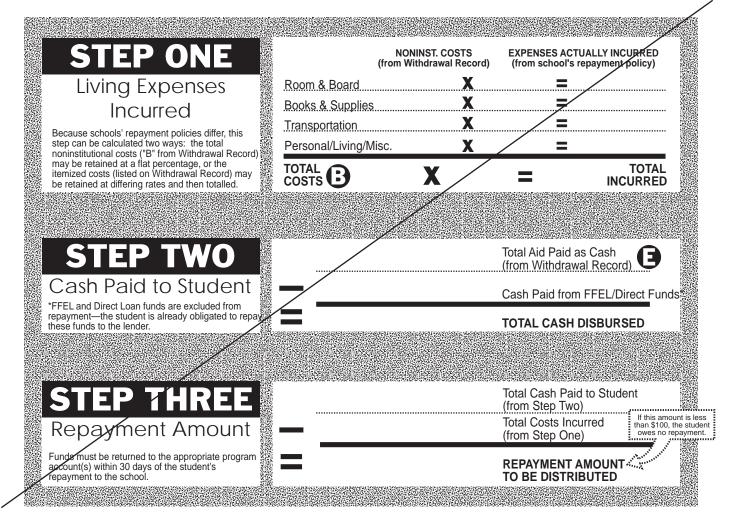
# FEDERAL REFUND CALCULATION WORKSHEET

STEP ONE*	6000	Total Institutional Costs (from Withdrawal Record)
Unpaid Charges	<b>—</b>	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for	2508	Scheduled Cash Payment (SCP) (attribution not allowable)
which the student is still eligible in spite of having withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State	<b>—</b> 0	Student's Cash Paid (from Withdrawal Record)
aid disbursements as allowed under written State policy. (Scheduled payments from sources other than those above cannot be counted in this manner.)	= 2508	UNPAID CHARGES
STEP TWO	5900	Federal Refund Calculation Inst.
Refund Amount	<b>X</b> 25%	% to be Refunded (from the regulatory policy)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the	<b>=</b>	REFUND AMOUNT TO BE DISTRIBUTED
same.		

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**\*NOTE:** Because calculating a Federal Refund in this manner does not show the amount retained by the school, the subtraction of unpaid charges from that amount is also not shown. However, the unpaid charges amount must still be calculated for the student because the refund process may result in the school not keeping the full amount it is allowed to retain under the Federal Refund Policy. In such a case, the school may collect the remaining balance from the student (the unpaid charges amount).

<b>REFUND DISTRIBUTION</b> —Pre	scribed by Law and Regulation
TOTAL REFUND 1475	
1. Federal SLS Loan	8. Federal Perkins Loan
2. Unsubsidized Federal Stafford Loan	9. Federal Pell Grant
3. Subsidized Federal Stafford Loan 928	10. FSEOG
4. Federal PLUS Loan 547	11. Other Title IV Aid Programs
5. Unsubsidized Federal Direct Stafford Loan	12. Other Federal, state, private, or institutional aid
6. Subsidized Federal Direct Stafford Loan	13. The student
7. Federal Direct PLUS Loan	



# **NO REPAYMENT—No Cash Disbursed**

### **REPAYMENT DISTRIBUTION**—Prescribed by Regulation

### TOTAL REPAYMENT

- 1. Federal Perkins Loan
- 2. Federal Pell Grant
- 3. FSEOG
- 4. Other Title IV Aid Programs
- 5. Other Federal, State, private, or institutional aid

•Term school •Statutory pro rata refund •No unpaid charges due

### SCHOOL PROFILE

The Rigby Academy offers two- and four-year programs and participates in the Pell, FFEL, and campus-based programs. The academic year is divided into three quarter terms, each 10 weeks long. Rigby uses its State policy:

Student Withdraws:	School Retains:
In the first week:	10%
Second or third week:	40%
Fourth week:	75%
After fourth week:	100% (No refund)

(In accordance with the law, students who don't begin classes receive a full refund.) For students who begin classes, 50% of the books and supplies allowance is considered incurred, in keeping with the local bookstores' return policies. Other living expenses are prorated based on the percentage of the program completed. Rigby charges a \$60 administrative fee to all students; this charge is explained in the enrollment agreement.

### **STUDENT PROFILE**

Robert Harbin enrolled in a two-year program at Rigby. His costs for the term are as follows (institutional costs are asterisked):

Tuition & Fees*	\$1200
Administrative Fee*	\$60
Room & Board	\$1000
Books & Supplies	\$205
Transportation	\$250
Personal Expenses	\$750

Robert received the following financial aid for the academic year:

Federal Pell	\$1950
	+
Federal Stafford	\$2325
FSEOG	\$1150
Federal Perkins	\$850
Institutional Scholarship	\$600

Classes began on February 22 and Robert officially withdrew in the fifth week. Under Rigby's policy, Robert would receive no refund. However, he is entitled to a statutory pro rata refund.

### **DISBURSEMENTS AND PAYMENTS**

Robert's \$300 cash payment and \$960 of the Stafford disbursement were credited to the school's account; the remaining \$121 of Stafford funds were disbursed in cash to Robert. Then, \$650 from Pell, \$384 from FSEOG, \$283 from Perkins, and \$200 of the institutional scholarship were also disbursed as cash to Robert.

### **IMPORTANT POINTS**

In completing the WR for a statutory pro rata calculation, Rigby uses costs and amounts paid for the quarter. (Robert's Stafford was not disbursed by quarter, but in two equal installments instead. Even though a portion of this disbursement is intended for the second quarter, the total amount *received* must be used in the refund calculation.)

For a statutory pro rata calculation, Rigby may exclude an administrative fee up to \$100 or 5% of the total institutional costs, because they charge such a fee up front and across the board. In the repayment calculation, total non-institutional costs are assessed at a flat 50%, because in this case the same rate applies to all the items.

# WITHDRAWAL RECORD

<u>Robert Harbin</u>			2/22	OFFICIAL	-3/28
Name			Start Date	Withdrawal Da	te/LDA
000–00–0000 Social Security Number			10-week quarter Length of Enrollment Period	3/25	A Determination
Social Security Number			Length of Enfolment Period	Date of WD/LL	
2. Program (	Costs				FOR PERIO CHARGED*
non- nst. inst. <u>Tuition/Fees</u>		1200	inst. inst. Personal/Living	750	TOTAL Inst. Costs:
Administrative Fe	ee	60	Dependent Care		_ 1260
Room & Board		<u>    1000    </u> 205	Disability Costs		TOTAL     Noninst. Cost
Books & Supplie	\$	200	Miscellaneous		
Transportation	5	250	Miscellaneous		2205
Transportation			Miscellaneous		
Payments			<u>Miscellaneous</u>	Paid to Cash t nst. Costs Studer	To Inst. Costs
Payments	5/Disbur Paid to	SOMO( Cash to	<u>Miscellaneous</u>		To Inst. Costs on t TOTAL Paid
Payments Payments	5/Disbur Paid to Inst. Costs	SOMO( Cash to	Miscellaneous	nst. Costs Studer	To Inst. Costs 0 1t 960
Payments Payments DATE SOURCE Student	Paid to Inst. Costs <i>300</i>	Cash to Student	Miscellaneous	nst. Costs Studer	To Inst. Costs on t TOTAL Paid 1
DATE SOURCE Stadent Stafford	Paid to Inst. Costs <i>300</i>	Cash to Student	Miscellaneous	nst. Costs Studer	0 TOTAL Paid T

academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

						Feder		
3183329	10-12-12-12-12-12-12-12-12-12-12-12-12-12-	D. ALSOLAL	NO. 10 10	14 (24-4) (24-32)	2012/21/2012/12/2012		AC. 6 (10) (2) (2) (1)	Sec. 12-1-3-018-332

**IS THIS STUDENT A FIRST-TIME STUDENT?** A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.)

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period.

YES	NO
YES	NO

60

60

Pro Rata/Federal Refund Institutional Costs:

+

Total Excludable Inst. Costs

#### 

**IF THE ANSWER TO BOTH QUESTIONS IS "YES,"** a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS: •Administrative Fee (up to \$100 or 5%, whichever is less) .....

•Documented Cost of Unreturnable Equipment .....

•Documented Cost of Returnable Equipment (if not returned in

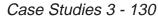
good condition within 20 days of withdrawal) TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and

Federal Refund calculations only):

**Total Institutional Costs** 

🖉 TO DETERMINE THE PORTION THAT R	EMAINS,
calculate as follows and round DOWN to t	the nearest 10%
•For credit-hour programs:	~
WEEKS REMAINING	
TOTAL WEEKS IN PERIOD	- 10
•For clock-hour programs:*	10
HOURS REMAINING	
TOTAL HOURS IN PERIOD	-
•For correspondence programs:	
LESSONS NOT SUBMITTED	
TOTAL LESSONS IN PERIOD	-
STATE CONTRACTOR OF CONTRACTOR OF THE OTHER	

\*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."



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# **PRO RATA REFUND CALCULATION WORKSHEET**

STEP ONE	1260	Total Institutional Costs (from Withdrawal Record)
Unpaid Charges	<b>—</b>	Total Aid Paid to Inst. Costs* (also from Withdrawal Record)
*Scheduled SFA payments and FFEL/Direct late disbursements that have not yet been received, for which the student is still eligible in spite of having	<b>=</b> 300	Student's Scheduled Cash Payment (SCP)
withdrawn, must be counted to reduce the student's scheduled cash payment. This includes late State aid disbursements as allowed under written State	<b>—</b> <u>300</u>	Student's Cash Paid (from Withdrawal Record)
bild discussion of the advanced under white out of the second sec	ε	UNPAID CHARGES
STEP TWO	1200	Pro Rata Institutional Costs (from Withdrawal Record)
Refund Amount	<b>X</b> 50%	% to be Refunded (from the Portion That Remains)
Generally, funds must be returned to the appropriate program account(s) within 30 days of the date of withdrawal, and to the lender within 60 days of the	<b>=</b> 600	Initial Refund Amount
same.	<b>—</b> 0	Unpaid Charges (from Step One) If this amount is negative, the school may bill the student for that amount. No refund is due.
	<b>=</b> 600	ACTUAL REFUND TO BE DISTRIBUTED

# **REFUND DISTRIBUTION—Prescribed by Law and Regulation**

# TOTAL REFUND 600

1. Federal SLS Loan

- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan 600

.....

- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 8. Federal Perkins Loan
- 9. Federal Pell Grant
- 10. FSEOG
- 11. Other Title IV Aid Programs
- 12. Other Federal, state, private, or institutional aid
- 13. The student

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STEP ONE		NST. COSTS	EXPENSES ACTUALLY	
Living Expenses Incurred Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record)		X X X X X X	(from school's repayn	
may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.	TOTAL COSTS 2205	<b>X</b> 50%		
<b>STEP TWO</b> Cash Paid to Student	·····	1638 121	Total Aid Paid as Cas (from Withdrawal Re Cash Paid from FFE	cord) 🙂
repayment—the student is already obligated to repay these funds to the lender.	=	1517	TOTAL CASH DISB	URSED
<b>STEP THREE</b> Repayment Amount		1517 1103	Total Cash Paid to S (from Step Two) Total Costs Incurred (from Step One)	If this amount is than \$100, the s owes no repay
Funde must be returned to the appropriate program			(	

414

REPAYMENT AMOUNT TO BE DISTRIBUTED

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Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

<b>REPAYMENT DISTRIBUTION—Prescribed by Regulation</b>				
TOTAL REPAYMENT 414				
1. Federal Perkins Loan 283				
2. Federal Pell Grant 131				
3. FSEOG				
4. Other Title IV Aid Programs				
5. Other Federal, State, private, or institutional aid				