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 | | |
| sale of hour barrent of hour board of hour of | | FOR PERIOD CHARGED | | |
| 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 | | |
| DATE SOURCE Inst. Costs Studen | DLIMENT PERIOD (The following or equal to the academic year, use total grains shorter than the academic year, all totals to represent the longest period. | Li Cots Suder TOTAL Paid TO TOTAL A Paid TOTAL A Paid | | |
| 4. Determined For Pro Read and south excellent and the excellent and the souther that the IS THIS STUDENT A FIRST-TIME STUDENT class at this school, or has received a 100 percent returned (less student remains so with the or she withdraws after attending at the school of the school of the school of the school of the student remains so with the or she withdraws after attending at the school of the schoo | the senses in a sense is a sense of the sense any permitted administrative fee) for previous | reviously attended at least one | | |
| DID THIS STUDENT WITHDRAW ON OR I 60% point is the point in calendar time when 60% of the enn when this particular student completes 60% of the hours soft | BEFORE THE 60% POINT? F allment period has elapsed. For clock-ho ieduled for the enrollment period. | or credit-bour programs the | | |
| 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. | | |
| TO DETERMINE THE PORTION THAT REMANS, Calculate as billows and found DOWN to the nearest 10% from the Port of th | TO DETERMINE EXCLUDABLE INSTITUTI Administrative Fee (up to \$100 or 5%, which "Documented Cost of Unreaturnable Equipment according on altitude Equipment according on altitude 20 days of withfram TOTAL EXCLUDABLE INST. COSTS (or PP Federal Refund calculations only): | ONAL COSTS: were is less) | | |
| LESSONS NOT SUBMITTED TOTAL LESSONS IN PERIOD Mark account of the second state of the second | O - Total Institutional Costs | Excludable Inst. Costs | | |

| and the second | | enderge | abart dai caaf | |
|---|---------------------------|--|--|--------------------------|
| STEP ONE | | NONINST. COSTS (from Withdrawal Record) | EXPENSES ACTUALLY IN (from school's repayment | |
| Living Expenses | Room & Board | X | = | |
| Incurred | Books & Supplies | Х | = | |
| Because schools' renavment policies differ this | Transportation | X | = | |
| step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) | Personal/Living/N | isc. 🗙 | = | |
| 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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| CTED TWO | onanateratera (ena) Si | oranistana kansenne kans ka | Total Aid Paid as Cash | 8999 |
| STEP TWO | | | (from Withdrawal Recor | ı C |
| Cash Paid to Student | | | Cash Paid from FFEL/D | irect F |
| *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 |
| change they pad the | | in dia bad- | | |
| | | | 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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| | | | | |
| | TRIBUTION | -Prescribed | hy Regulation | |
| REPAYMENT DIS | | resonation | sy moganation | |
| 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 |
| a bar a second and a second | ere bereite sin erendenten sin ber |
| 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 |
| and mand sugar but it is | a particular and the second of the |
| يتربعوا السيطر الاستنعو كار كالارد | changer benering the best |
| 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 |

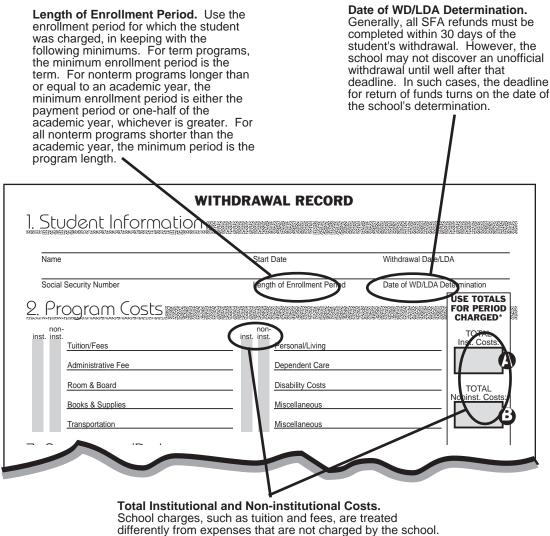
REPAYMENT CALCULATION WORKSHEET

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

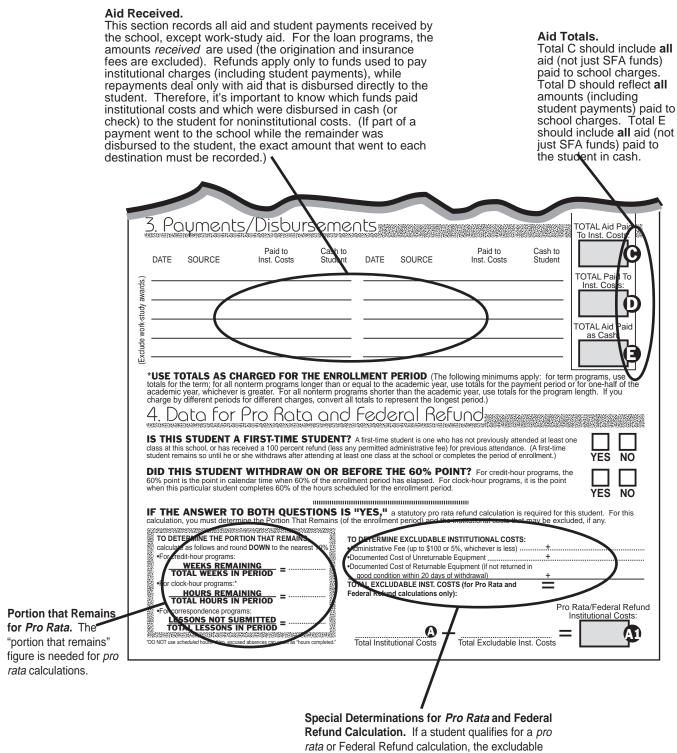
PLUS, Pro Rata and Federal Refund Calculation Worksheets

🔤 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

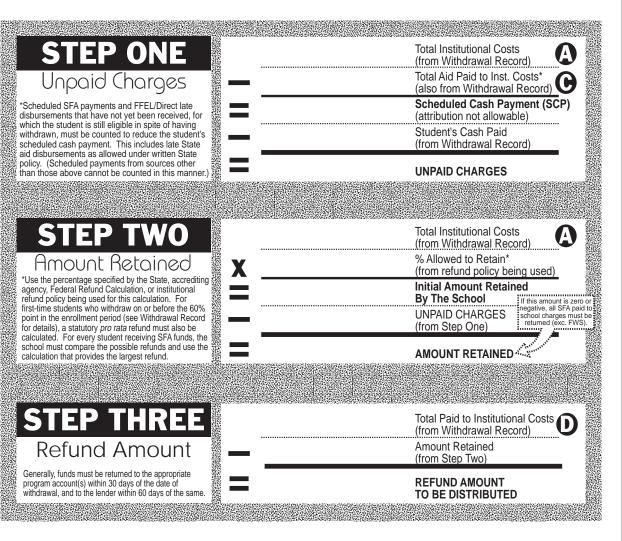
| Name | | Start Date | | Withdrawal Date/L | DA |
|--|---|--|--|--|---|
| Social Security Number | | Length of Enrol | Iment Period | Date of WD/LDA D | etermination |
| . Program Co | sts | | | | USE TOTALS FOR PERIOD |
| non- | | non- | | | CHARGED* |
| nst. inst. | | inst. inst. Persona | /Living | | Inst. Costs: |
| 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 |
| | Paid to Cash t | | Paid t | o Cash to | To Inst. Costs: |
| DATE SOURCE I | nst. Costs Studer | | CE Inst. Co | | |
| | | | | | TOTAL Paid To Inst. Costs: |
| | | | | | Ø |
| | | | | | TOTAL Aid Paid |
| | | | | | as Cash: |
| | | | | | |
| ISE TOTALS AS CHARG | | | (The following mini | mume apply: for terr | |
| ISE TOTALS AS CHARG als for the term; for all nonterm ademic year, whichever is grea | ED FOR THE ENR programs longer than tter. For all nonterm pr | OLLMENT PERIOD or equal to the academi ograms shorter than the | C (The following mini c year, use totals for academic year, use | mums apply: for terr the payment period totals for the program | n programs, use or for one-half of the n length. If you |
| ISE TOTALS AS CHARG als for the term; for all nonterm ademic year, whichever is grea arge by different periods for di . Doto For Pro | ED FOR THE ENR programs longer than ater. For all nonterm pr ferent charges, convert | | | mums apply: for terr the payment period totals for the program | n programs, use or for one-half of the n length. If you |
| . Data for Pro | o Rata ang | d Federal | Refund | | |
| Data for Pro | D Rata and st-time studen 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 |
| . Data for Pro THIS STUDENT A FIR ss at this school, or has received dent remains so until he or she wi D THIS STUDENT WIT | ST.TIME STUDEN a 100 percent refund (less thdraws after attending at FHDRAW ON OR | A first-time student is c any permitted administrati least one class at the scho BEFORE THE 609 | Refund ne who has not previous ve fee) for previous attr iol or completes the pe 6 POINT? For cre | usly attended at least o endance. (A first-time riod of enrollment.) edit-hour programs, th | ne III III YES NO |
| Data for Pro THIS STUDENT A FIR sa this school, or has received dent remains so until he or she wi D THIS STUDENT WI % point is the point in calendar t | ST-TIME STUDEN ST-TIME STUDEN a 100 percent refund (less thdraws after attending at THDRAW ON OR ime when 60% of the eni- tes 60% of the hours sc | J Federal 1? A first-time student is any permitted administrati- least one class at the schore BEFORE THE 609 follment period has elapsy- heduled for the enrollment | Refund we fee) for previous att ool or completes the pe 6 POINT? For cree ed. For clock-hour pro- t period. | usly attended at least o endance. (A first-time riod of enrollment.) edit-hour programs, th | ne III III YES NO |
| Data for Pro THIS STUDENT A FIRE Sa at this school, or has received dent remains so until he or she wi D THIS STUDENT WIT % point is the point in calendar t en this particular student comple THE ANSWER TO BO | ST-TIME 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 TH QUESTIONS | J Federal 1? A first-time student is any permitted administratileast one class at the school BEFORE THE 609 ollment period has elapsis heduled for the enrollment S "YES," a statutory | Refund ne who has not previou ve fee) for previous att iol or completes the pe d. For clock-hour pro- t period. pro rata refund calcul | 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 | ne YES NO e YES NO YES NO |
| Data for Pro THIS STUDENT A FIRE sa this school, or has received dent remains so until he or she wi D THIS STUDENT WIT % point is the point in calendar t en this particular student comple THE ANSWER TO BO culation, you must determine the TO DETERMINE THE PORTION T | STATIME STUDEN A 100 percent refund (less thdraws after attending at FHDRAW ON OR ime when 60% of the eni- tes 60% of the hours sc TH QUESTIONS a Portion That Remains (| I Federal any permitted administratileast one class at the scho BEFORE THE 609 ollment period has elapsi heduled for the enrollmen IS "YES," a statutory of the enrollment period) | Refund we who has not previous we fee) for previous attri- fool or completes the per- de. For clock-hour pro- t period. pro rata refund calcular and the institutional com- | 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 | ne YES NO e YES NO YES NO |
| Data for Pro THIS STUDENT A FIRST sat this school, or has received dent remains so until he or she with the this STUDENT WIT % point is the point in calendar t en this particular student complex 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- tes 60% of the hours sc TH QUESTIONS a Portion That Remains (| I Federal any permitted administratileast one class at the scho BEFORE THE 609 ollment period has elaps heduled for the enrollment IS "YES," a statutory of the enrollment period) TO DETERMINE EXCLUDE •Administrative Fee (up to | Refund we feel for previous att ool or completes the pe 6 POINT? For created. For clock-hour pro- t period. pro rata refund calcul and the institutional complete INSTITUTIONAL \$100 or 5%, whichever | usly attended at least o endance. (A first-time riod of enrollment.) adit-hour programs, th ograms, it is the point lation is required for th sts that may be exclu .COSTS: s less) | ne YES NO e YES NO YES NO is student. For this ded, if any. |
| 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. |
| USE TOTALS AS CHARG tals for the term; for all nonterm ademic year, whichever is great arge by different periods for dif Data For Pro THIS STUDENT A FIR iss at this school, or has received ident remains so until he or she with ID THIS STUDENT A FIR % point is the point in calendar the net this particular student complet THE ANSWER TO BO Iculation, you must determine the TO DETERMINE THE PORTION T calculate as follows and round DO For credit-hour programs: <u>WEEKS REMAINING</u> TOTAL WEEKS IN PERI •For clock-hour programs: <u>HORS REMAINING</u> TOTAL HOURS IN PERI | 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 POINT? For created. For clock-hour pro- t period. Pro rata refund calcular and the institutional calcular ABLE INSTITUTIONALE \$100 or 5%, whichever in turnable Equipment (if nois) o days of withdrawal) ST. COSTS (for Pro Rai | 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

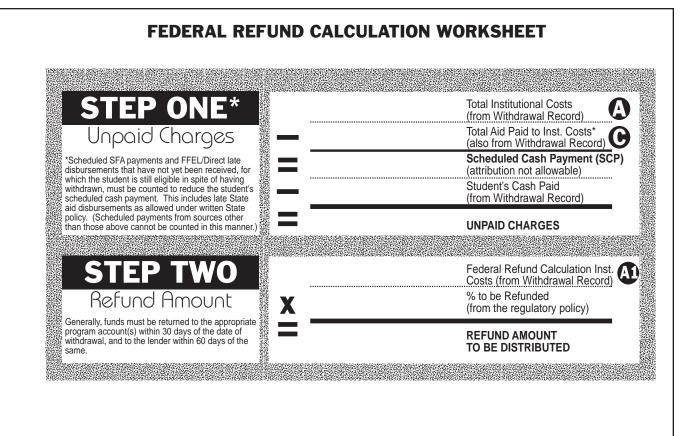
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan
- 4. Federal PLUS Loan
- 5. Unsubsidized Federal Direct Stafford Loan
- 6. Subsidized Federal Direct Stafford Loan
- 7. Federal Direct PLUS Loan

- 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



| STEEP ONE Living Expenses Incurred 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. STEP TWO Cash Paid to Student "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* |
| STEPPTHREE Repayment Amount Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school. | _ | | 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 |
| | _ | | | |
| REPAYMENT DIST TOTAL REPAYMENT 1. Federal Perkins Loan 2. Federal Pell Grant | RIBUTION—Pre | escribed I | by Regulatio | Dn |
| Federal Pell Grant FSEOG Other Title IV Aid Programs Other Federal, State, private, or instituti | 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 |
| (for 1st semester only) | |

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> G |
| <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) | + |
| ا• 🕅 | 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) | + |
| ا• 👯 | 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

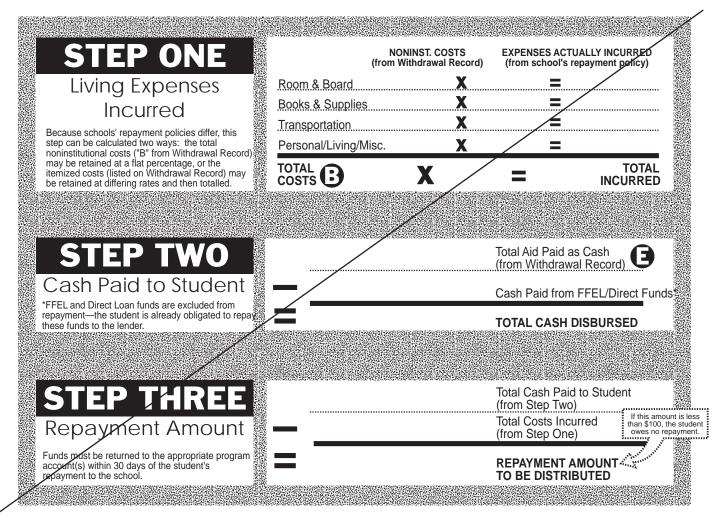
TOTAL REFUND

- 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 C |
| <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 | Documented Cost of Returnable Equipment (if not returned in | |
| | 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 | |
| | | | — 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 | |
| STEP TWO Cash Paid to Student | — | 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 |
| STEP THREE Repayment Amount | — | 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 G |
| <u>Stafford 1221</u> | | | TOTAL Paid To |
| Pell 1150 | | | Inst. Costs: |
| PLUS 1674 | | | <i>4045</i> P |
| | | | 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 | ENROLLMENT PERIOD (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 |

T

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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 | — 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 | = 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.) | = 455 | UNPAID CHARGES |
| | | |
| STEP TWO | 4500 | Pro Rata Institutional Costs (from Withdrawal Record) |
| Refund Amount | X 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 | = 2250 | Initial Refund Amount |
| same. | — 455 | Unpaid Charges (from Step One) If this amount is negative, the school may bill the student for that amount. No refund is due. |
| | = 1795 | ACTUAL REFUND TO BE DISTRIBUTED |
| | | |

REFUND DISTRIBUTION—Prescribed by Law and Regulation

| TOTAL REFUND | 1795 |
|--------------|------|
| | |

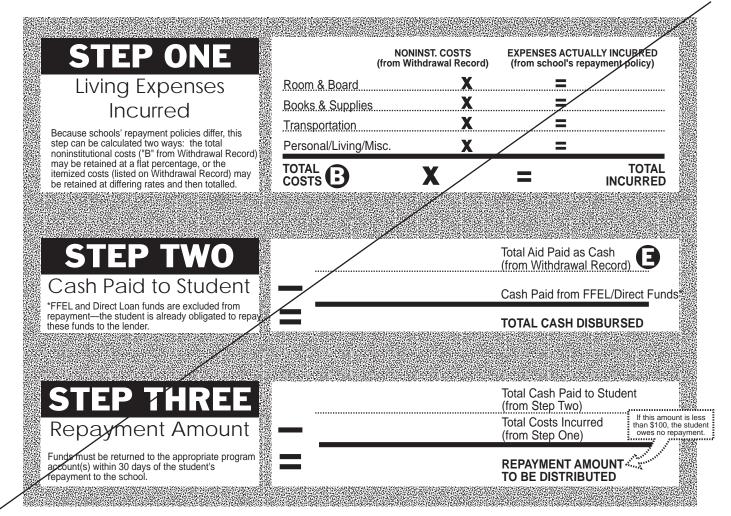
- 1. Federal SLS Loan
- 2. Unsubsidized Federal Stafford Loan
- 3. Subsidized Federal Stafford Loan 1221

.....

- 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 | |
| DID THIS STUDENT WITHDRAW ON OF 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 |
| |

Case Studies 3 - 126

Total Excludable Inst. Costs

Pro Rata/Federal Refund Institutional Costs:

100

100

+

+

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

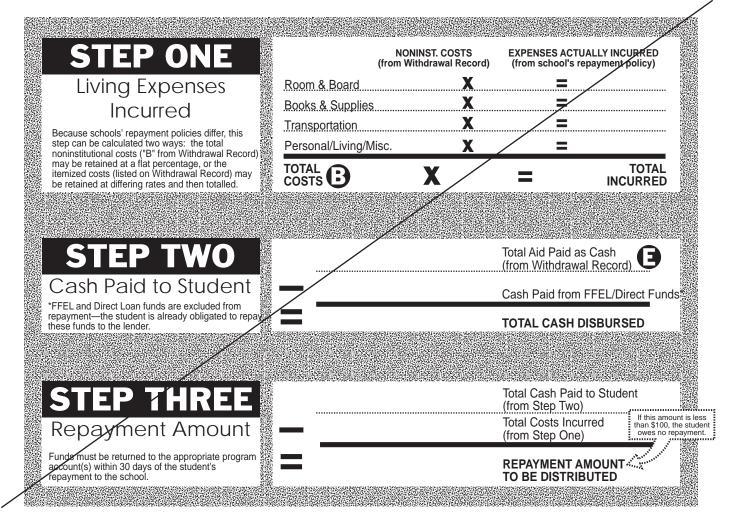
FEDERAL REFUND CALCULATION WORKSHEET

| STEP ONE* | 6000 | Total Institutional Costs (from Withdrawal Record) |
|--|--------------|---|
| Unpaid Charges | — | 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 | — 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 | X 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 | = | 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).

| REFUND DISTRIBUTION —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 |

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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

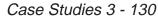
good condition within 20 days of withdrawal) TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and

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 | — | 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 | = 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 | — <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 | X 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 | = 600 | Initial Refund Amount |
| same. | — 0 | Unpaid Charges (from Step One) If this amount is negative, the school may bill the student for that amount. No refund is due. |
| | = 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 | X 50% | | |
| STEP TWO 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 |
| STEP THREE 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.

| REPAYMENT DISTRIBUTION—Prescribed by Regulation | | | | |
|--|--|--|--|--|
| 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 | | | | |