



**CALIFORNIA STATE
UNIVERSITY**
E A S T B A Y

Office of Financial Aid & Scholarships
25800 Carlos Bee Boulevard, Hayward CA 94542-3095
510.885.2784 (phone) • www.csueastbay.edu

Return of Title IV Policy

Pursuant to federal regulation 668.22, the university is required to calculate a Return of Title IV Funds on all federal financial aid recipients who stop participating and receive a WU grade, withdraw, or drop their last class in a semester on or before they reach the 60 percent attendance point for their semester. California State University, East Bay must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after we determine a student withdrew. CSU East Bay must send a notice to students who owe a Title IV grant overpayment within 30 days of the determination of the reduction in enrollment. Students who certify their intent to return during the same semester when they withdraw or drop will not require a calculation unless they do not return as scheduled.

The date that students dropped all courses with the Registrar's office is used as the official withdrawal date and the Financial Aid office must calculate the Return to Title IV (R2T4). The calculated amount of the R2T4, HEA funds that are required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 calendar days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

A student is considered to be officially withdrawn on the date the student provided official notification of intent to withdraw, in writing or orally; or the date the student began the withdrawal process from CSU East Bay records. A student is allowed to rescind this notification in contacting the Office of the Registrar and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Official dates and deadlines for withdrawing are specified in the Annual Academic Calendar. A student may withdraw from Cal State East Bay at any time from the first class day to the official last day to withdraw as indicated in the CSU East Bay Annual Academic Calendar.

Students with financial aid who are withdrawing from CSUEB are advised to complete the withdrawal form through the Office of the Registrar. For withdrawals processed after Census for fall or spring terms or the equivalent dates for summer sessions, the grade of W is recorded for each course in which a withdrawn student was enrolled.



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A student is considered a withdrawn from classes offered in a session of enrollment when the student ceases attendance at any point prior to completing the period unless the school obtains confirmation from the student at the time of withdrawal that the student will attend a session that begins later in the same period of enrollment. This confirmation must be obtained at the time of the withdrawal even if the student has registered for subsequent courses.

If a student receives Title IV grant or loan assistance and does not begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid.

Upon receipt of the official withdrawal information, CSUEB will complete the following:

1. The Office of Financial Aid and Scholarships (OFAS) verifies the student's attendance through the withdrawal form or the school's attendance records
2. The Return of Title IV (R2T4) calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned Federal funds for which the school and the student is responsible to return (if any). Calculations are completed using the U.S. Department of Education's Return of Title IV, HEA Funds Worksheets, student's attendance and withdrawal date, and are based upon the period of enrollment.
3. OFAS will return the amount of any unearned portion of the Title IV funds for which the school is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
4. OFAS will provide the student with a letter explaining any returns that have been made to the Title IV, HEA programs on the student's behalf as a result of exiting the program. Remaining unearned Title IV loan funds (e.g. Direct Loans) must be repaid by the student in accordance with the terms of the loans.
5. If a student's scheduled attendance is more than 60 percent of the period of enrollment, he/she is considered to have earned 100 percent of the federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from OFAS.
6. A copy of the completed worksheet and notification letter will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the period of enrollment. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

Officially withdrawing from classes may affect the student's future eligibility for financial aid due to Satisfactory Academic Progress Requirements.



Calculate Earned Financial Aid

Earned aid is determined by the number of days attended before enrollment ended divided by the total number of days in the term (first day of instruction until the last day of finals, excluding (5 or more consecutive) breaks in the semester). A student who withdraws on or after the 60% point may receive 100% of their financial aid.

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned. More information can be found in the campus Return to Title IV Procedures document housed in the OFAS.

School Return Portion

The amount of unearned aid that must be returned is a percentage of the institutional charges for the term. Financial aid will be returned to the aid program from which it came. Aid will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Iraq and Afghanistan Service Grant

State Aid are prorated according to percentage earned from R2T4 Calculation or amount charged on charge-specific programs (i.e, State University Grant or Cal Grant)

Late or Post-Withdrawal Disbursement

Students may be eligible for a late or post-withdrawal disbursement if they have accepted aid that did not disburse at the time of withdrawal. If found eligible per Federal Regulations, and the aid is a loan, the Financial Aid office will send notification of the action required to either accept or decline the late disbursement within 30 days of the date of withdrawal. If no response is received within 14 calendar days of notification, the loan will be canceled. If a response is received, then the aid will be applied to the student's account before any resulting credit may be disbursed to the student within 45 days of the date of withdrawal. When a Return to Title IV calculation indicates a student is due a post-withdrawal disbursement of grant funds, and the amount of those grants funds exceeds current charges on the student's account, the amount due to the student will be disbursed as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew. Otherwise, if the post-withdrawal disbursement is less than or equal to current charges on the student's account, and no refund of grant funds is due the student, the disbursement of the grant funds to the student's account must be made within 180 days of the date the institution determined the student withdrew.



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Unofficial Withdrawal

The "WU" grade (Withdrawal Unauthorized) shall be used where a student who is enrolled on the census date does not officially withdraw from a course, but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). Financial Aid office reviews Unofficial Withdrawals at the end of every term when the Office of the Registrar administers the "WU" Grades. For more information about the "WU" grades, please visit this link. If a student receives all (WU) grades, then they are determined to have unofficially withdrawn. CSU East Bay will adjust aid using the 50% point of the term as the withdrawal date for all Unofficial Withdrawals. Students are notified via email if they are considered an unofficial withdrawal and require an R2T4 calculation. The Financial Aid Office will complete all calculations and return funds to the DOE within 45 days of UW notice and will send notification to students within 30 days of notice.

Credit Balances:

All credit balances will be issued to the student or parent PLUS borrower as soon as possible but no later than 14 days immediately after the calculation of the Return to Title IV.