

The School of Architecture (TSOA)

Withdrawal-Return of Title IV Federal Student Aid

Students, who wish to withdraw from all courses during the semester, must take formal action to do so by contacting the Director of Admissions. Students who wish to return after a withdrawal must also contact the Dean of Students and make re-application to the college.

Students who withdraw from TSOA will be withdrawn from all courses for the semester in which they withdraw.

Official withdrawal

To be officially withdrawn, a student must notify the college of his/her intent to withdraw by contacting the Director of Admissions. The withdrawal date is the date the student notifies the Director of Admissions of his/her/their intent to withdraw and/or begins the withdrawal process by completing a withdrawal form. However, in unusual circumstances such as unforeseen illness or events beyond the student's control, the college may use as the withdrawal date the student's last date of attendance at an academically related activity, as documented by the college.

Students officially withdrawing from the college will receive "W" grades for their courses.

Unofficial withdrawal

An unofficial withdrawal occurs when a student leaves the school without notice, or when all courses in which the student is enrolled are given an F grade due to non-completion.

The student's last date of attendance or participation in any academic-related activity will be the date used to calculate the Return of Title IV Funds.

Exceptions may be granted for reasons such as illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The Dean of Students may determine a withdrawal date related to that circumstance.

Federal Financial Aid Refunds - Return of Title IV Calculation

Federal Title IV funds are awarded and disbursed to students under the assumption that the student will attend the school for the entire period for which the funds are awarded. When a student leaves the institution before completing the semester, the student may no longer be eligible for the full amount of Title IV funds.

A student recipient of Federal Title IV funds (i.e. Federal Direct or PLUS loans) who withdraws from the school before completing 60% of the semester is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal expenses or housing expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your

education-related expenses through the end of the semester. The amount to be returned to the school will be determined by your institutional costs, refunds you might have received for non-school expenses, and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you were involved in an academically related activity. An official withdrawal occurs when a student follows the published process for withdrawing from the school prior to the end of the semester.

To determine the amount of aid you earned up to the time of withdrawal, TSOA's Office of Financial Aid will determine the percentage of the semester you attended. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Any unearned Title IV aid must be returned to the federal government no later than 45 days of the date of the determination of your withdrawal. TSOA's Office of Financial Aid will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the Return of Title IV Aid calculation is completed and processed are then used to repay TSOA funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid

sources are repaid before any funds are returned to the student. Funds returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or the school must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent Loan (PLUS)
5. Federal Direct Grad Plus
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Federal Teach Grant

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, TSOA must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to TSOA's Office of Financial Aid within 14 days.

Please note that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt, which must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student choose to continue education at a later time.