

**TITLE: REPAYMENT POLICY - FINANCIAL AID**

When a Title IV recipient has received a cash disbursement for non-institutional costs and ceases attendance, the Financial Aid Office will determine whether the student was entitled to all the cash he or she received.

If the student is not entitled to the total disbursement, the Financial Aid Office will determine what portion of the cash disbursement the student is entitled to keep.

If a student received Title IV funds other than FWS, Federal Stafford, Federal PLUS, for that period, and if the student officially withdraws, drops out, or is expelled from school on or after his or her first day of class for the period of enrollment for which he or she was charged, the Financial Aid Office will determine and document in the student's file whether he or she received an overpayment for non-institutional costs for that period.

Non-institutional costs will include but are not limited to, room and board for which the student does not contract with the school, supplies, transportation, miscellaneous, and if applicable, dependent care expenses.

The overpayment will be calculated using the following steps.

- Step 1. The Financial Aid Office will determine what portion of the period of enrollment for which the student was charged that the student actually attended and determine the reasonable expenses associated with non-institutional costs for that portion of the enrollment period.
- Step 2. Determine the composition of any cash disbursement to the student. FFELP and FWS will be excluded from this amount.
- Step 3. Subtract the reasonable expenses as determined in Step 1 from the cash disbursements for the enrollment period as determined in Step 2. If the cash disbursement was greater than the student's incurred non-institutional expenses, the student must repay the excess amount.

The overpayment cannot exceed the amount of assistance the student received from the Title IV Programs.

If the student has received an overpayment of aid, the Business Office will make every reasonable effort to contact the student and recover the overpayment.

**TITLE: REPAYMENT POLICY - FINANCIAL AID (Cont'd)**

If the amount of the overpayment is less than \$100, the school will contact the student and attempt to collect the overpayment.

If the student fails to repay the overpayment of Title IV funds, the school is not liable for repaying the funds to the federal government on the student's behalf.

A student who owes a repayment of an overpayment of a Federal Pell Grant, FSEOG, SSIG or Federal Perkins Loan is ineligible for further Title IV assistance.

The procedure to ensure that students owing a repayment do not receive further Title IV assistance is:

The Business Office will track repayment owed and inform the Financial Aid Office of their status.

The Financial Aid Office will report to NSLDS and other institutions that request this information the fact that the student owes a repayment on a Federal Pell Grant, FSEOG, SSIG or Federal Perkins Loan.

When the student repays all or a portion of the overpayment, the Business Office will return it to the Title IV programs.

The Financial Aid Office will report to NSLDS that the student repaid any Title IV overpayment previously reported.

Repayments must be allocated back to the student aid programs in the following order.

1. Federal Perkins Loan Program;
2. Federal Pell Grant Program;
3. Federal SEOG Program;
4. Any other non-loan Title IV Programs;
5. Other state, private or institutional student financial assistant programs.

No amount of the overpayment will be allocated to the FWS Program, Federal Stafford Loan or Federal PLUS.

The amount of the Title IV program portion of the overpayment will be returned by the Business Office to the appropriate program accounts within 30 days of the date the student repays the overpayment.

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