

## Return of Title IV Funds

An **official withdrawal** occurs when a student drops all semester classes. Complete withdrawals are processed through the office of the Vice President of Student Affairs and Enrollment Management and a copy is sent to the financial aid office as notification of a withdrawal from all NWOSU classes. The financial aid office will use the Department of Education provided software to determine aid earned, aid to be returned by both the school and the student, and amount of post-withdrawal disbursements available, if applicable. Students that process official withdrawals after attending classes and before eligible disbursements are made are offered post-withdrawal disbursements as soon as possible and within 30 days. Students will be notified in writing and given at least 14 days to accept post-withdrawal disbursements. The NWOSU complete withdrawal form is used to determine if the student has attended any classes and the date of the withdrawal. For these official withdrawals the processing date is used to determine aid eligibility for the payment period.

**Unofficial withdrawals** are also considered withdrawals when a student apparently leaves school (quits attending) all classes during the semester. These aid recipients are determined at the end of each semester by failure to successfully complete any classes during the semester. The instructors are notified by email or campus mail that an unofficial withdrawal may have occurred and are asked to submit a “last date of attendance” for each student. These dates are used to calculate aid earned and to determine the amount each student and the school must return if the student’s attendance ceased after the mid-point in the semester. Calculations are completed for any of these students that are determined to have ceased attendance. This process is completed as soon after the end of the semester as possible (determination that the student withdrew) or within 30 days.

When a return of funds is required the school will return Title IV funds from which the student received aid during the payment period up to the net amount disbursed in the following order: Unsubsidized Stafford loans, Subsidized Stafford loans, Perkins loans, PLUS loans, Federal Pell Grant funds, Academic Competitiveness Grants funds, National Smart Grant funds and Federal Supplemental Educational Opportunity Grant funds. All required returns are made within 45 days of the official withdrawal or the end of the semester (determination that the student withdrew) for unofficial withdrawals.