

Addendum # 12 Title Return to Title IV Policy

Trinity Health System School of Nursing

2025-2026 Catalog

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Catalog Addendum Purpose:

Update the Return to Title IV Policy

Catalog Addendum Effective Date:

Immediately

Catalog Addendum: (List the detailed changes to the catalog, i.e. updated curriculum grid, updated tuition or fee, updated policy, etc)

See attached policy

The above information replaces, supplements, or updates the corresponding section(s) of the 2025-2026 Catalog on page(s) (list the page number(s) to which the addendum specifically applies)

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Return of Title IV Funds

Trinity Health System School of Nursing follows the U.S. Department of Education's Return of Title IV Aid requirements as outlined in the Higher Education Amendments of 1998. Title IV funds (Unsubsidized Direct Loans, Subsidized Direct Loans, Parent PLUS Loans, and Pell Grants) are awarded to students, assuming the student attends the semester/summer session in its entirety. Though a student's aid is posted to his or her account at the start of term, a student earns the funds as he or she completes the term. If a student officially or unofficially withdraws during the payment period (i.e., Fall, Spring, or Summer term), the amount of Title IV aid that the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent borrower received on the student's behalf) less assistance than the amount the student earned, the student may be able to receive those additional funds in the form of a post-withdrawal disbursement (PWD). If the student received more assistance than he or she earned, the excess funds must be returned by the school and/or the student.

A student will not be subject to the Return of Title IV calculation if the student meets one of the following exemptions:

- The student completes all of the requirements for graduation; or
- The student is treated by the school as never attending.

The amount of assistance a student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earned 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student has earned all the assistance that he/she was scheduled to receive for that period.

When a student withdraws from the program before the semester/session ends, unearned aid must be refunded to the U.S. Department of Education. The official withdrawal date will be calculated according to the Trinity Health System School of Nursing Withdrawal Policy which is available on page 3-7 of the Student Handbook.

EXAMPLE:

Step #1:

$$\% \text{ of Aid Earned} = \frac{\# \text{ of days completed (excluding breaks of 5 days or more)}}{\# \text{ of days in enrollment period (excluding breaks of 5 days or more)}}$$

Step #2: (If student completes 60% or less of the semester/session):

$$\begin{array}{r} 100\% \text{ of funds} \\ - \% \text{ of aid earned} \\ \hline \text{\% of funds to be returned.} \end{array}$$

If the student received (or the school or parent borrower received on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess funds equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of funds, or
2. the entire amount of excess funds.

The school must return this amount even if the school did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student may be required to return the remaining amount.

For any loan funds that the student must return, the student (or parent borrower, if applicable) will repay the loan funds in accordance with the terms of the promissory note. That is, the borrower will not be required to repay any loan funds immediately, but instead, the borrower will make scheduled payments to the holder of the loan over a period of time.

Unearned aid will be returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Federal Direct PLUS Loan, and Federal PELL Grant for the semester/session for which a return of funds is required.

The school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the school's date of determination of a student's withdrawal.

The student's portion of unearned Title IV grant funding the student received or was scheduled to receive is referred to as an overpayment. The grant overpayment amount is reduced by 50% and a student does not have to repay a grant overpayment if the original amount of the grant overpayment is \$50 or less. The school must notify the student of a grant overpayment within 30 days of the date it determined the student withdrew. Students who owe a grant overpayment are given 45 days from the date they are notified to repay the funds to the School of Nursing. A student must repay the grant overpayment amount before he/she may receive financial aid at any other program/college. The requirements for Title IV program funds when a student withdraws are separate from the School of Nursing's refund policy; therefore, a student may owe funds to the School of Nursing for unpaid institutional charges. The student may also be billed by Trinity Health System for the tuition and fees balance that resulted after the school returned its unearned portion of the federal funds. The School of Nursing's refund policy is available on page 4-18 of the Student Handbook. If a student is thinking about withdrawing from all classes PRIOR to completing more than 60% of the semester, the student should contact the Financial Aid Office to see how the withdrawal may affect any financial aid.

Copies of Return of Title IV Funds worksheets are available in the Office of Admissions and Financial Aid.

Post-Withdrawal Disbursements

If the student received less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the institution determined that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid.

A post-withdrawal disbursement will be made from available grant funds before available loan funds. Available grant or loan funds refers to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date that the student withdrew. There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to the student after withdrawal because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

Grant funds from a post-withdrawal disbursement will be credited to a student's account within 180 days of the date that the institution determined the student withdrew to pay for tuition and fees up to the amount of current charges. The school will disburse to the student, within 45 days of the date the institution determined the student withdrew, any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.

The school must notify the student (or parent borrower for a Direct Plus Loan) in writing, within 30 days of the date of its determination that the student withdrew, prior to making any post-withdrawal disbursement of loan funds. The notice will request confirmation of any post-withdrawal disbursement that the student (or parent) wishes the school to make. If the student (or parent borrower, as applicable) does not respond to the notification within 14 days, the school is not required to make the post-withdrawal disbursement. Trinity must obtain the student or parent borrower's (as applicable) permission in writing to disburse loan funds. The borrower may choose to decline some or all the loan funds so that he or she does not incur additional debt.

Once the school has received confirmation from the student (or parent borrower, as applicable) that he or she wants to receive the post-withdrawal disbursement of the loan funds, the school must make the post-withdrawal disbursement of loan proceeds as soon as possible but no later than 180 days after the date the institution determined the student withdrew.