

## RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY

### WHAT IS TITLE IV AID?

Title IV of the Higher Education Act of 1965 (the Act, the HEA) covers the administration of the United States federal student financial aid programs. American colleges and universities are generally classified with regard to their inclusion under Title IV.

Students must be enrolled in an eligible Title IV program and be eligible students receiving Title IV aid in order for the R2T4 requirements to apply. The student must also withdraw from all of his/her classes. If a student withdraws from only some of his/her classes, that student is not a withdrawal, and R2T4 would not apply in that situation. Students earn Title IV aid through attendance in the payment period or period of enrollment. The percent that a student earns is equal to the percent of the payment period or period of enrollment that the student completes. If United Beauty College has disbursed more aid than the student has earned, money must be returned to the Title IV programs. If United Beauty College has disbursed less aid than the student has earned, the student is due a post-withdrawal disbursement. A R2T4 calculation in order to determine which of these scenarios is applicable when a student withdraws or otherwise ceases attendance in all of his/ her classes.

Please contact the United Beauty College if you have questions about Return to Title IV Funds at United Beauty College. We may be able to provide a draft Return of Title IV funds calculation to help you determine the financial impact of withdrawing.

### WITHDRAWALS AND THE RETURN OF TITLE IV FUNDS

United Beauty College is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

The Return of Title IV funds policy applies to any student who cancels enrollment, withdraws, drops to zero hours, takes a leave of absence, or is dismissed. This policy applies to students who discontinue enrollment in all classes on or after the first day of the term. When you withdraw, two separate calculations must take place: A refund of tuition and fees must be calculated by the Officer of Financial Aid. The Officer of Financial Aid must calculate the Return of Title IV aid.

If you cancel your registration prior to the first day of classes, this policy will not apply to you. Also if you drop some but not all of your classes; these policies will not apply, however, you should notify the Officer of Financial Aid because your continued financial aid eligibility may be affected. Contact the Officer of Financial Aid for information on withdrawing. Your withdrawal date is the date you submit your [withdrawal form](#) to United Beauty College, Officer of Financial Aid.

### UNOFFICIAL WITHDRAWAL

The Officer of Financial Aid reviews posted grades at the end of every term. If a student receives all non-passing grades (F, I, W, or no grade), attendance in the term cannot be verified and as a result they are determined to have unofficially withdrawn. The Officer of Financial Aid will contact professors and use the campus learning management system to determine if there was any attendance. If no attendance can be verified, then all aid must be canceled. If attendance is confirmed in at least one course, then the withdrawal point is the 50% point of the term, or the last date of attendance that can be confirmed after the midpoint. Unofficial withdrawals are determined within 30 days of the end of term, and the return to Title IV calculation within 45 days of the end of the term.

### REFUND OF TUITION AND FEES

Based upon the date you discontinue enrollment, you may receive a full or partial refund of your tuition and fees. This refund will not impact the Return calculation, but does affect the amount of money you may owe back to the College for withdrawing.

#### RETURN OF TITLE IV FUNDS (EARNED VERSUS UNEARNED AID)

Within 45 days from when you discontinue enrollment, the Officer of Financial Aid calculates the amount of financial aid you have earned prior to the date the action was filed. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the respective federal programs no later than 45 days from when the student separated from United Beauty College. The calculation is based upon only the amount of Title IV Aid for which you were eligible.

The responsibility to pay unearned aid is shared by United Beauty College and the student. United Beauty College's share is the lesser of the

amount of Title IV funds that the student does not earn or the amount of institutional charges that the student incurred for the payment period.

multiplied by the percentage of funds that was not earned. The student's share is the difference between the total unearned aid amount and the institution's share. The institution's share is allocated among the Title IV programs, before the student's share. The student share(s) of loans are repaid by the student according to the terms of the student's promissory note.

#### CALCULATING EARNED FINANCIAL AID

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar rather than business days. Earned aid is determined by the percentage of the number of days attended before enrollment ended divided by the total number of days in the term (excluding any breaks of five days or more).

A student is considered to have earned all of their financial aid if they complete 60% of the days in the term and attendance is confirmed.

#### CALCULATING RETURN OF TITLE IV AID AMOUNT

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 to the financial aid programs. The return amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

Unearned Aid Percentage multiplied by Total of all Title IV Funds Received = Total Unearned Aid

#### SCHOOL PORTION OF THE RETURN

The amount of unearned aid that must be returned by United Beauty College is a percentage of the institutional charges (tuition, and or fees) for the term. Once the dollar amount of United Beauty College portion of the Return is determined, it is compared to the total amount of all unearned aid.

If United Beauty College portion is less than the total unearned aid, then United Beauty College must return the amount of United Beauty College portion. If the calculated school portion exceeds the total unearned aid, then United Beauty College must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance will be reduced by the amount of the return. After United Beauty College returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the Return. The student portion of the Return is calculated by subtracting the amount of United Beauty College Return from the total unearned aid.

#### ***Total Unearned Aid minus School Return Amount = Student Portion of Return***

Unearned federal grant funds are returned on behalf of the student and the returned funds are considered a debt to the institution. Students may work with the Officer of Financial Aid to pay any outstanding debts; however, a student must not have an outstanding balance on their account upon re-entry.

#### 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 from United Beauty College.

If eligible, the Officer of Financial Aid will send notification of the action required to either accept or decline a portion, or all, of the late disbursement. The student or parent has 14 days to respond instructing United Beauty College to make a post-withdrawal disbursement. If the student or parent does not respond within the 14 day timeframe, United Beauty College may make the late disbursement upon request at a later date. The student is notified in writing with the outcome of the late request. Post-withdrawal disbursements cannot be made after 180 days of the date of determination that a student withdrew or ceased attending.

#### CANCELLATION OF REGISTRATION

If you cancel your registration prior to the beginning of the term you will not be considered a student for that term. If this occurs, you are not entitled to receive any form of financial aid during the term and your aid will be canceled and returned to the appropriate programs.

If cancellation takes place close to the beginning of the term and you have already received financial aid to cover living expenses, you will be required to repay the entire amount received.

#### ***Notification to the Student***

Once the Return to Title IV Funds calculation has occurred, the Officer of Financial Aid will notify the student of the results of the calculation and the aid that was returned.

The Officer of Financial Aid will notify the student of any outstanding balance now due to the institution as a result of the adjustment to tuition, fees and other miscellaneous charges, federal Title IV aid returned based on the Return of Title IV calculation, and any returns of institutional, state, or private grants or scholarships.

#### FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Notify the Office of Financial Aid if you are planning to return. If your loans should go into repayment once you withdraw from school, it is important to make your payments on time to prevent default. If you default on a loan, you could lose your eligibility for any future financial aid. Withdrawal from school may also affect your Satisfactory Academic Progress standing and future eligibility for financial aid.