

RETURN OF TITLE IV FUNDS POLICY

Any student who withdraws* from Bluffton University prior to completing 60 percent of the enrollment period or semester (see [Refund Policies](#), University Catalog) may have their federal aid recalculated and a portion returned to the federal government according to regulations prescribed by law. Students who withdraw before the 60% period in time will have a pro-rated amount of their federal Title IV aid returned to the aid program by the school and possibly by the student. Students who withdraw after the 60% period of time in the semester will not have a refund calculated. This policy meets federal requirements in which students earn financial aid based on the percent of the term completed (see 34 CFR, Section 668.22 of the Title IV Higher Education Act of 1965, as amended).

The Bluffton University financial aid office is responsible for calculating the percentage of earned aid for the semester and for returning the unearned aid portion to the federal aid programs. The financial aid office will perform this calculation within 45 days of the student's withdrawal date**. This calculation is measured by dividing the number of days the student attended by the total number of days in the period or semester. The length of the period or semester is based on Bluffton's published academic calendar, including weekends and excluding scheduled breaks of 5 days or more. The first day begins on the first day of classes and ends on the last day of final exams.

The amount of federal aid (other than work study) to be returned is equal to the total federal aid that was disbursed for the term multiplied by the percentage of the term not attended. Federal monies will be returned in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Perkins loan, Federal Direct Parent PLUS loan, Federal Pell grant, Federal SEOG grant, Federal TEACH Grant, Iraq and Afghanistan Service Grant.

If a Title IV refund amount is owed to the student, but the student has outstanding institutional charges, or if the student owes a repayment of a cash disbursement for non-institutional costs, the university will automatically apply the refund amount to those charges or repayment (after obtaining written permission from the student). Bluffton will also notify the student in writing if either situation has occurred.

If all the funds the student earned were not yet disbursed to the student's account before the student withdrew, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes grant funds, the Financial Aid office will automatically disburse the portion of these funds required to cover any outstanding tuition, fee, room and board charges at Bluffton University. Note that non-institutional charges (e.g., a library fine) will only be covered if written permission is obtained from the student. If no outstanding institutional charges exist, the grant disbursement will be sent to the student within 14 days of the post-withdrawal disbursement.

If the post-withdrawal disbursement includes loan funds (including a Federal Parent loan), the Financial Aid office will notify the student (or parent) and provide him or her with the option to accept all or a portion; or decline all of the loan funds.

If the student (or parent) responds and gives permission, the Financial Aid office will disburse the loan funds to cover any outstanding tuition, fee, room and board charges at the University (or non-institutional charges with written permission). If the student responds and declines permission, the loan funds eligible to be disbursed as a post-withdrawal disbursement will be offered to the student. If the student does not respond within 14 days from the date of being notified, the loan funds will be cancelled.

Students who are Title IV (federal aid) recipients will have the return of those funds and repayments calculated and distributed as prescribed by federal law and regulation. These distribution schedules are available to all prospective and currently enrolled students by contacting the business office or the office of financial aid.

**To officially withdraw, a student must contact the registrar's office. The registrar's office determines the official date of withdrawal.*

***When it is determined that a student has stopped attending classes and has withdrawn (officially or unofficially), the Registrar contacts the instructors for that student to determine the last date of attendance (LDOA) in each class. The latest date of attendance then is the withdrawal date used for both official and unofficial withdrawals.*