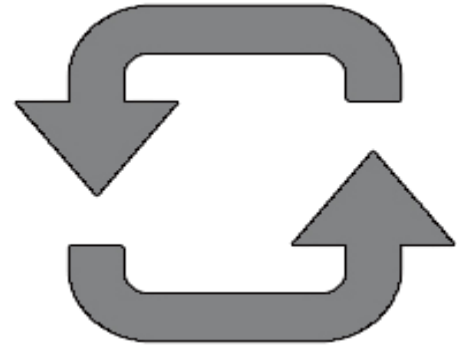




**BRIDGERLAND**  
TECHNICAL COLLEGE

## Return of Title IV Funds Policy

Return of Title IV Funds requires Bridgerland Technical College to determine the earned and unearned portions of Title IV aid (Pell Grant) a student has received. Determinations are made as of the date the student ceases attendance based on the amount of time the student, in the case of a clock hour program, was scheduled to be in attendance. Up through the 60 percent point (or period of enrollment) in which the student withdraws, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.



Once more than 60 percent of the payment period (or period of enrollment) has been completed, a student has earned 100 percent of Title IV funds (Pell Grant) he or she was scheduled to receive during that period. For a student who withdraws after the 60 percent point-in-time, there are no unearned Title IV funds. The College's Financial Aid Office must still determine if the student is eligible for a post-withdrawal disbursement (PWD).

Title IV (Pell Grant) funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws he/she may no longer be eligible for the full amount of Title IV (Pell Grant) funds that he/she were originally scheduled to receive.

If a recipient of Title IV (Pell Grant) funds withdraws after beginning attendance, the amount of Title IV grant assistance earned by the student must be determined by the Financial Aid Office. The amount is determined by the College using formulas provided by the Department of Education for the Treatment of Title IV Funds When a Student Withdraws from a Clock-hour Program. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the student to the College. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The amount of Title IV aid a student has earned under the Return to Title IV calculation is not affected by and does not affect the charges a student will be responsible for after withdrawing.

The student will be notified in writing of any overpayment he or she has received with direction on how any overpayment may be repaid. Should a student be eligible to receive a post-withdrawal disbursement the college will notify the student in writing as to the amount and availability details of the disbursement.

### **Student Withdrawal – When a Student is Considered Withdrawn**

When a student ceases attendance (drops or withdraws) from all his/her Title IV eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for Title IV (Pell Grant) purposes and will also be considered a “withdrawal” from the College. A student is considered to have withdrawn from a payment period of enrollment if:

- In the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instruction time in the payment period (or period of enrollment) that he/she was scheduled to complete (unless the student is on an approved Leave of Absence).
- A student has ten consecutive school days without attending any courses.

### **Post Withdrawal Disbursement**

A post withdrawal disbursement is a payment made after a student withdraws from a program, for enrollment that the student has already completed and would have been eligible to receive payment, but for whatever reason, had not been paid while enrolled. Post withdrawal disbursements will be made on the earliest paydate possible following the withdrawal. Post withdrawal disbursements are only available if the college received a valid output document (ISIR) while the student was enrolled prior to withdrawal.

### **Unearned Funds**

When a student withdraws from school during a payment period in which the student was paid and began attending, and did not complete more than 60% of the hours in the payment period and/or attend at least 70% of the hours the student was enrolled during that period, the student may have received an overpayment of SFA funds. When it is determined that a student received more Pell Grant assistance than the amount earned – the school, the student, or both, must return the unearned funds.

An inadvertent overpayment may occur as a result of being paid an advance payment after the student has withdrawn. This may happen when enrollment is confirmed and the payment is processed, but later the student withdraws with an earlier exit date. In cases such as this, the Return of Title IV calculation may not occur for that payment. Student is subject to repay the full amount of this overpayment.

*This document created to align policy \* Student Support--Section 600  
For more information, see year specific information sheet entitled Bridgerland and Your  
Financial Aid received during your Pell Grant Awarding Interview  
and posted online at [www.btech.edu](http://www.btech.edu)*

*Current June 2017*