

When a student separates (withdrawals) from the University there is a two-step approach to the processing of the withdrawal.

1. Federal Return to Title IV calculation is the process that tells the school what funds must be returned to the federal award programs, and what amount of funds can stay on the student account. This calculation uses the original charges (tuition, residential fees, and books) applied to the student account. The calculation also includes factors such as Last Date of Attendance, and the federal awards offered to the student.
2. Institutional Charge Reduction calculation is the University's process for reducing the tuition, residential fees, and any other applicable charges when a student withdraws from the University. This calculation is dependent on the type of withdrawal (Official or Unofficial). Both types of withdrawal use the Federal Return to Title IV as a base for the adjustment of charges to the account.

Note – the combination of the two-step approach may result in changes to the student account. The student will be responsible for any balance remaining at the University as a result.

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**Jane Doe Example 1 Official Withdrawal–**

Undergraduate Full-Time Student who is a residential student with 14-meal plan for the Fall semester with no prior balance. Jane paid the \$100 Advanced Tuition deposit.

Tuition for Full Time Enrollment:	\$12,490
Residential Fees (Room/Board):	\$4,535
Book Program Participant:	\$275
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Total Charges for Fall Semester:	\$17,300 Tuition/Residency Fees/Book Program

Student's Fall Semester Award Package:

<u>Federal Aid:</u>	
PELL Grant	\$1,985
Direct Unsubsidized Loan	\$990
Direct Subsidized Loan	\$2,226
Direct Plus Loan	\$5,265
<u>State Grants:</u>	
No State Grants Awarded	
<u>Institutional Aid:</u>	
Alumni Scholarship	\$2,650
Faith Grant	\$4,147
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Total Fall Award Package	\$17,263

The student officially withdraws from Chowan University with a Last Date of Attendance of September 16<sup>th</sup>. This action would result in reduction of charges, reduction of Federal Aid, reduction State Aid, if any, and reduction of institutional aid.

There are 107 days in the fall semester. Jane has completed 26 days. The required Return to Title IV (withdrawal) calculation for federal aid programs is:

**Earned Time** - # of days completed by the student / # of days in the semester  
 26 days / 107 days = 24.3% earned

**Unearned Time** – 100% – earned time (24.3%) = 75.7% (rate that federal aid is returned)

It is Chowan's policy - for *official withdrawals* - to perform an Institutional Charge Reduction on Jane's account using the unearned rate according to the federal calculation (75.5%).

Jane's adjusted Student Account for Fall Semester:

Tuition for Full Time Enrollment:	\$3,035
Residential Fees (Room/Board):	\$1,102
Book Program Participant:	\$67
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Revised Charges for Fall Semester:	\$4,204 Tuition/Residency Fees/Book Program

Jane's Financial Aid Award package is also reduced by the unearned time.

<u>Federal Aid:</u>	
PELL Grant	\$1,985
Direct Unsubsidized Loan	\$0
Direct Subsidized Loan	\$0
Direct Plus Loan	\$558
<u>Institutional Aid:</u>	
Alumni Scholarship	\$644
Faith Grant	\$1,008
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Revised Fall Award Package	\$4,195

Jane's Institutional Charge Reduction, and Return to Title IV calculations would result in the revised Statement of Account:

Revised Charges	\$4,204
Advanced Tuition Deposit	- \$100
Revised Financial Aid	- \$4,195
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	- \$91 *
Prior Account Balance	\$0
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	- \$91 Balance Due to the Student

(\* Subject to any prior account balances before the current term.)

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**Billy Doe Example 2 Unofficial Withdrawal–**

Undergraduate Full-Time Student who is a residential student with 14-meal plan for the Fall semester with a prior account balance of \$1,000.

Tuition for Full Time Enrollment:	\$12,490
Residential Fees (Room/Board):	\$4,535
Book Program Participant:	\$275
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Total Charges for Fall Semester:	\$17,300 Tuition/Residency Fees/Book Program

Student's Fall Semester Award Package:

<u>Federal:</u>	
PELL Grant	\$935
Direct Unsubsidized Loan	\$990
Direct Subsidized Loan	\$2,226
Direct Plus Loan	\$7,395
<u>Institutional Aid:</u>	
Alumni Scholarship	\$2,650
Trustee Grant	\$500
Faith Grant	\$2,963
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Total Fall Award Package	\$17,659

The student unofficially withdraws from Chowan University with a Last Date of Attendance of October 13<sup>th</sup>. This action would result in reduction of charges, reduction of Federal Aid, reduction State Aid, if any, and reduction of institutional aid.

There are 107 days in the fall semester. Billy has completed 53 days. The required Return to Title IV (withdrawal) calculation for federal aid programs is:

**Earned Time** - # of days completed by the student / # of days in the semester  
54 days /107 days = 50.5% earned  
**Unearned Time** – 100% – earned time (50.5%) = 49.5% (rate that federal aid is returned)

It is Chowan's policy - for unofficial withdrawals - to reduce the charges applied to Billy's account by 75% less than the unearned rate according to the federal calculation (37.1%).

Billy's adjusted Student Account:

Tuition for Full Time Enrollment:	\$7,856
Residential Fees (Room/Board):	\$2,853
Book Program Participant:	\$173
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Revised Charges for Fall Semester:	\$10,882 Tuition/Residency Fees/Book Program

Billy's Financial Aid Award package has to be reduced as well. The federal funds are reduced by the by the unearned time according to the Return to Title IV calculation. The Institutional awards are reduced by the rate for unofficial withdrawals (37.1%).

<u>Federal:</u>	
PELL Grant	\$935
Direct Unsubsidized Loan	\$0
Direct Subsidized Loan	\$0
Direct Plus Loan	\$4,780
<u>State Grants:</u>	
No State Grants Awarded	
<u>Institutional Aid:</u>	
Alumni Scholarship	\$1,667
Trustee Grant	\$314
Faith Grant	\$1,864
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Revised Fall Award Package	\$9,560

Billy's Institutional Charge Reduction, and Return to Title IV calculations would result in the revised Statement of Account:

Revised Charges	\$10,882
Revised Financial Aid	- \$9,560
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	\$1,322 *
(Add) Prior Account Balance	\$1,000
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	\$2,322 Balance Due to the University

(\* Subject to any prior account balances before the current term.)

NOTE - Should a student be approved for a Medical Withdrawal, the Institutional Charge Reduction, and Return to Title IV calculations would follow Example 1 – Official Withdrawal.