



student does not follow the official withdrawal procedure and subsequently earns a grade of FX, the effective withdrawal date must be determined on a case by case basis.

Stevenson University may use a last date of attendance at an academically related activity for the effective withdrawal date if the last date a student attended class or submitted coursework is verified by an employee at Stevenson University (or an employee at one of our consortium institutions) who has *sufficient* knowledge of a student's academic participation, or if there is an emergency situation (death, incapacitation, etc.) and there is third party documentation that verifies a student has not academically participated. In the case of unofficial withdrawals, Stevenson University does not accept a student's self-reported last date of attendance.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's withdrawal and to process the actual return of funds within 45 days of the student's withdrawal.

**Return of Title IV Funds Process** - The Financial Aid office follows the instructions outlined in the federal worksheet when calculating Title IV earnings according to the following steps.

**Step 1: Student's Title IV Aid Information:**

- The total amount of Title IV aid disbursed (if any) for the session in which the student withdrew. (A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.)
- The total amount of Title IV aid disbursed plus the aid that could have been disbursed (if any) for the session in which the student withdrew.

**Step 2: Percentage of Title IV Aid Earned**

The Financial Aid Office will calculate the percentage of aid earned as follows:

- For students attending non-accelerated courses, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any scheduled breaks of 5 days or more.

*Days Attended (minus scheduled breaks if attended t*



the student was not scheduled to attend (unscheduled breaks) and any scheduled breaks of 5 days or more.

*Days Attended (minus scheduled breaks if attended through that period) / Days in Payment Period (minus scheduled or unscheduled breaks) = Percentage Completed*

**Please note:** If the calculated percentage exceeds 60%, then the student has "earned" all aid for that period.

**Step 3: Amount of Title IV Aid Earned by the Student**

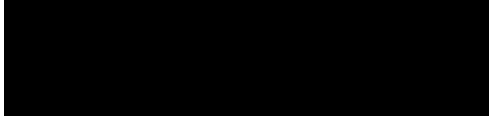
The Financial Aid Office will calculate the amount of aid earned as follows:

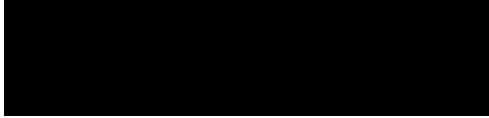
- The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or by what could have been disbursed for the payment period in which the student withdrew (Step 1).



2. Subsidized Federal Direct Loans
3. Federal Perkins Loans
4. Federal PLUS Loans (both Parent and Graduate)
5. Federal Pell Grants
6. Academic Competitiveness Grants (ACG)
7. National SMART Grants
8. Federal Supplemental Educational Opportunity Grants (FSEOG)
9. Federal TEACH Grants

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans and Federal Perkins Loans will begin on the day of the withdrawal from the University. The student should contact the servicer if he/she has questions regarding the grace period or repayment status. If the student is not returning to Stevenson University, exit counseling should be completed online at [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/).







Forms. This form allows us to suspend the Return of Title IV Funds Calculation. As long as the student successfully completes the future cours