

# What Happens to the Financial Aid I Received if I Withdraw:

## A Guide to the Return of Title IV Aid Funds



The purpose of this guide is to provide information regarding the Return of Title IV Aid policies that apply to any student who withdraws, is dismissed or takes a leave of absence from UCLA during a semester or quarter. The policy will apply to students who discontinue enrollment in **ALL** classes **on or after the first day of the term.**

### What is Title IV Aid?

Title IV of the Higher Education Act of 1965, as amended in 1998 (Title IV and HEA program), establishes general rules that apply to the student financial assistance programs. For the purpose of the Return of title IV funds, these programs include:

*Pell Grant*

*Academic Competitive Grant (ACG)*

*National SMART Grant*

*Federal Supplemental Educational Opportunity Grant (FSEOG)*

*Federal Perkins Loans*

*Federal Subsidized and Unsubsidized Stafford Loans*

*Federal PLUS Loans*

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### NEW Student Refund Schedule

Number of Days	Refund Percentage Quarter	Refund Percentage Semester
1	100%	100%
2-7	90%	100%
8-14	80%	90%
15-21	70%	80%
22-28	60%	80%
29-35	50%	70%
36-42	40%	60%
43-49	0%	60%
50-56	0%	50%
57-63	0%	40%
64 +	0%	0%

### CONTINUING/RETURNING Student Refund Schedule

Number of Days	Refund Percentage Quarter	Refund Percentage Semester
1	100%	100%
2-7	90%	90%
8-11	50%	90%
12-18	50%	50%
19-27	25%	50%
28-35	25%	25%
36-53	0%	25%
54 +	0%	0%

When you withdraw, two separate calculations must be determined:

- 1) A refund of fees must be calculated.
- 2) The Financial Aid Office must calculate the Return of Title IV Aid.

Should 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, this policy will not apply; however, you should notify the Financial Aid Office because your continued eligibility may be affected.

## Refund of Fees

Based upon the date you withdraw as determined by the Registrar, you may receive a full or partial refund of your fees. This refund will not impact the Return of Title IV Aid Calculation but will affect the amount of money you may owe back to the University for withdrawing.

During your initial term at UCLA, you will be classified as a *new* student. After your initial term, you will be considered as a *continuing* student at UCLA.

Beginning with the first day of class, the Refund Policy will refund fees based upon the number of calendar days (not school days) elapsed when the withdrawal is filed for the quarter/semester as shown on the charts to the left.

Information regarding the actual date of each corresponding refund percentage can be obtained on the Registrar's Office website under "Schedule of Refunds" at

<http://www.registrar.ucla.edu/soc/registration.htm> .

## Non-Enrollment

Irrespective of the date you officially withdraw, you will be entitled to receive a full refund of all fees if you have not enrolled in any classes. Contact the Registrar's Office or your college for information on filing the appropriate forms. Failure to request a refund will result in an outstanding balance to the Main Cashier which in turn may prevent you from registering for subsequent terms or receiving academic transcripts. NOTE: You will not be eligible to receive financial aid for a term in which you have not enrolled.

## Return of Title IV (Return)

When you withdraw, the Financial Aid Office must calculate the amount of financial aid you have *earned* prior to withdrawing. Any Title IV aid received in excess of the *earned* amount is considered *unearned*. This *unearned* aid must be returned back to the respective programs. This amount is jointly shared by UCLA and the student.

Cal Grant, Scholarship Recognition Award, University Grant and other aid are not part of the Return of Title IV aid calculation. For information regarding these types of aid, refer to the **Non-Title IV Aid** section of this guide.

### Calculating *EARNED* Financial Aid

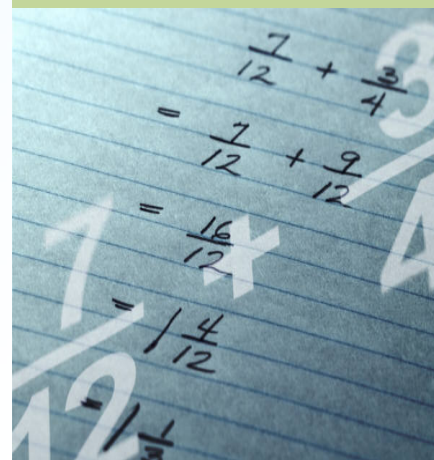
The amount of *earned* financial aid is calculated on a daily basis from the first day of classes. The process uses calendar days rather than school days.

*Earned* aid is determined by taking the number of days attended before withdrawing divided by the total number of days in the term (first day of classes until the last day of finals, excluding spring break for semester students).

Each term has the following number of days:

	Quarter	Semester
Fall	79 days	121 days
Winter	75 days	
Spring	75 days	117 days

\*\* Medical, EMBA and Dental student term lengths will differ slightly



### Calculating *EARNED* Financial Aid Examples

*Undergraduate student withdraws Fall quarter on Wednesday of Week 5:*

<i>Days Attended</i>	<i>35</i>
<i>Days in Term</i>	<i>79</i>

*EARNED Aid = 44.3%*  
*UNEARNED Aid = 55.7%*

*Law student withdraws Fall semester on Monday of Week 3:*

<i>Days Attended</i>	<i>13</i>
<i>Days in Term</i>	<i>121</i>

*EARNED Aid = 10.7%*  
*UNEARNED Aid = 89.3%*

The 60% Point of each  
Term is:

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	<i>Quarter</i>	<i>Semester</i>
<i>Fall</i>	<i>47 days</i>	<i>72 days</i>
<i>Winter</i>	<i>45 days</i>	
<i>Spring</i>	<i>45 days</i>	<i>70 days</i>

For a student who withdraws after the 60% point of the term, there are no *unearned* funds. The calculation of the Return of Title IV aid only applies to students who withdraw prior to the 60% point of the term. Withdrawal after this point-in-time will not result in any adjustments to your financial aid for the term.

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*Do not leave school without  
officially withdrawing...*

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If you stop attending your classes and do not withdraw, your grades will remain on your academic record. In addition, if you "walk away" and do not pass any of your classes, your financial aid will be reduced for the term. Federal regulations require the Financial Aid Office to recalculate your financial aid eligibility as if you unofficially withdrew at the midpoint of the term. You must withdraw officially from the University to avoid this situation.

Students who withdraw from the University once instruction begins must file an acceptable Notice of Withdrawal form. Undergraduates may obtain this form at the office of the academic dean. Graduate students may obtain it from their respective departments.

## 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.

The Return of Aid amount is determined by multiplying the *unearned* aid percentage by the total of all Title IV aid received.

$$\begin{array}{r} \text{UNEARNED Aid Percentage} \\ \times \quad \text{Total of all Title IV Aid Received} \\ \hline \text{Total UNEARNED Aid} \end{array}$$

## School Portion of Return of Title IV Aid

The amount of *unearned* aid that must be returned by UCLA is a percentage of the institutional charges for the term.

The *School Portion* of the Return is calculated by taking the percentage of *unearned* aid multiplied by the fees for the term.

## Examples:

*Undergraduate student withdraws  
Fall quarter on Wednesday of Week 5*

<i>UNEARNED Aid Percentage</i>		<i>55.7%</i>
<i>Term Fees</i>	<i>x</i>	<i>\$2345.41</i>
<i>School Return</i>		<i>\$1306.39</i>

*Law student withdraws Fall semester  
on Monday of Week 3*

<i>UNEARNED Aid Percentage</i>		<i>89.3%</i>
<i>Term Fees</i>	<i>x</i>	<i>\$8553.83</i>
<i>School Return</i>		<i>\$7638.57</i>

Once the dollar amount of the *School Portion* of the Return is determined, it is compared to the amount of *Total Unearned Aid*.

If the School Return is **less** than the *Total Unearned Aid*, then UCLA must return the amount of the School Return.

If the calculated School Return **exceeds** the *Total Unearned Aid*, then UCLA must return the amount of the *Total Unearned Aid*.

## Calculating Return of Title IV Aid

### DISCLAIMER

The Return of Title IV aid calculation is complicated and very individualized. Examples are provided to help you visualize the policy's concept but it is not functional for you to calculate your own repayment amounts.



Financial Aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance with your lender will be reduced by the amount of the return. Aid will be returned in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. Graduate PLUS Loan
5. Parent PLUS Loan
6. Pell Grant
7. Academic Competitive Grant (ACG)
8. National SMART Grant
9. FSEOG Grant

### Fee Refund versus School Return Amount

In almost every instance, the amount of the fee refund received will be less than the amount of the School Return of Title IV Aid. As a result of this, **when you withdraw, a balance will be created on BAR for the difference between the fee refund and the Return amount.** You will be responsible for paying this balance in addition to any other balance created from the *Student Portion* of the Return of Aid.

## Examples:

*Undergraduate student withdraws  
Fall quarter on Wednesday of Week 5*

<i>Fee Refund</i>	<i>25.0%</i>	<i>\$586.35</i>
<i>Return of Aid</i>	<i>55.7%</i>	<i>\$1306.39</i>
<b><i>Difference (Bill)</i></b>	<b><i>30.7%</i></b>	<b><i>\$720.04</i></b>

*Law student withdraws Fall semester  
on Monday of Week 3*

<i>Fee Refund</i>	<i>50.0%</i>	<i>\$4276.92</i>
<i>Return of Aid</i>	<i>89.3%</i>	<i>\$7638.57</i>
<b><i>Difference (Bill)</i></b>	<b><i>30.7%</i></b>	<b><i>\$3361.65</i></b>

### ***Student Portion of Return of Title IV Aid***

Once the appropriate amount of aid is returned by the University, any amount of the *Total Unearned Aid* that remains becomes the *Student Portion* of the Return of Title IV aid.

The *Student Portion* of the return is calculated by subtracting the amount of the *School Return* from the *Total Unearned Aid*.

$$\begin{array}{r}
 \textit{Total UNEARNED Aid} \\
 - \quad \textit{School Return Amount} \\
 \hline
 \textit{Student Portion of Return}
 \end{array}$$

Based upon the remaining sources of aid after the *School Return*, the *Student Portion* of the Return is distributed back to the aid program in which it was awarded using the following hierarchy:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Perkins Loan
4. Graduate PLUS Loan
5. Parent PLUS Loan
6. Pell Grant
7. Academic Competitive Grant (ACG)
8. National SMART Grant
9. FSEOG Grant

Any amount of the return allocated to loans is repayable after you leave UCLA and enter repayment. You will not be billed for these funds upon withdrawal.

Any amount allocated to grants will be billed ONLY if it exceeds half of the total Title IV grant funds for the term. Also, students do not have to repay back the grant overpayment if it is \$50 or less (grant program-specific). This adjustment is an effort to reduce the impact of withdrawing on those students receiving grant funds. UCLA will return these funds on your behalf; however, you will be responsible for reimbursing UCLA for this return.

*Only received Cal Grant and/or University Grant?*

*The Return to Title IV Aid Calculation will not apply but...*

## Non-Title IV Aid Awards

Students not receiving any Title IV aid as part of their financial aid package are not required to go through the Return of Title IV aid calculation.

If you are not receiving any of the types of aid listed on Page 1, your financial aid awards are all classified as NON-TITLE IV or NON-FEDERAL.

When you withdraw, the amount of financial aid UCLA will return is generally the same amount as the Fee Refund. Types of aid affected by this:

- *University Grant*
- *Scholarship Recognition Award*

In addition, if Cal Grant is part of your financial aid package, it will be reduced by the same percentage of the Fee Refund.

## Example:

*Undergraduate student withdraws Fall quarter on Wednesday of Week 5*

<i>Aid Package:</i>		<i>\$586.35</i>	<i>(25% FeeRefund)</i>
<i>Cal Grant</i>	<i>\$2375</i>	<i>- \$593.75</i>	<i>(25% x \$2375</i>
<i>University Grant</i>	<i>\$1250</i>		<i>Returned to Cal Grant program)</i>
		<b><i>Difference (Bill)</i></b>	<b><i>\$7.40</i></b>

**Note:** There is one other instance when Non-Title IV aid will be returned. This will occur when a student receives a minimal amount of Federal Aid and the amount that needs to be returned by the school is less than the amount the student receives as a Fee refund. In this case, Non-Title IV aid will be returned for the difference between the Fee refund and the Return of Federal Aid.

## Future Aid Eligibility

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Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Depending upon the type of financial aid you receive, you may be required to resubmit certain applications.

Upon withdrawal, you should notify the Financial Aid Office when you plan on returning so that we can make all necessary adjustments to your financial aid awards.

Students subject to Satisfactory Academic Progress provisions should meet with a Financial Aid Counselor to discuss ramifications of withdrawing.



### Stafford and Parent Loans

If you withdraw during the Fall or Winter quarter/semester and return to UCLA during the current academic year, your loans will be adversely affected.

- 1) The loan disbursements scheduled for the terms following your withdrawal will be canceled and return to your lender. You are no longer entitled to receive these funds.
- 2) If you have already subsequent disbursements, you will be billed for the amount to your account.
- 3) You may reapply for additional loans once you return to UCLA. Failure to submit an additional application will prevent you from receiving subsequent loan disbursements. This may result in a large balance on your BAR Account that financial aid will not be able to cover.

If you withdraw during the Spring quarter/semester, your Stafford and Parent Loans will not be affected for the current academic year.

### Perkins Loans and Grants

Withdrawing from UCLA and returning during the same academic year will not affect your eligibility to continue receiving these funds for the remainder of the academic year. No additional applications will be required to continue receiving these awards.

### Administrative Cancellation

If your registration is administratively canceled by UCLA due to a lack of academic progress, you will receive a 100% refund of all Institutional fees for the appropriate term, regardless of the date that your registration is canceled. Additionally, all financial aid received for living expenses must be repaid to the specific aid program. **Important:** If you are aware that you will be administratively canceled, do not spend your financial aid disbursed for living expenses because it will have to be repaid.

If your registration is administratively canceled by the Dean of Students office you may be subject to the Return of Title IV Aid Provisions. If the cancellation takes place prior to the 60% point of the term, a Return of Title IV aid calculation must be performed. Cancellations after this point in time will not require any adjustments to financial aid awards.

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

#### UCLA Financial Aid Office

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Fax 310.206.7419  
finaid@saonet.ucla.edu

Find us on the Web:  
[www.fao.ucla.edu](http://www.fao.ucla.edu)

The UCLA logo consists of the letters "UCLA" in a bold, blue, sans-serif font. The "U" and "C" are larger and more prominent than the other letters.

A Guide to the Return of Title IV Aid

### Retroactive Withdrawal after Completion of a Term

If you retroactively withdraw for a term that has been completed, and your withdrawal date does not entitle you to a refund, your financial aid status for the affected term will not change. No Return of Title IV Aid calculation will be required since you were enrolled and attended classes for the entire term. However, you will be subject to the Satisfactory Academic Progress Standards if you retroactively withdraw.

If you retroactively withdraw for a term that has been completed but your official withdrawal date is not passed the 60% point of the term, the financial aid office will be required to perform a Return of Title IV Aid calculation. Return of Title IV Aid percentages will be based upon the official date of your withdrawal, as determined by the Registrar.