

## Return to Title IV (R2T4) Policy

---

The law specifies how Montserrat must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your period of enrollment (the semester) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Montserrat or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the college and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the period of enrollment (based on calendar days), you earn all (100%) the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Montserrat must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The college may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the college). For all other school charges, the college needs your permission to use the post-withdrawal disbursement. If you do not give your permission (included in your billing contract), you will be offered the funds. However, it may be in your best interest to allow the college to keep the funds to reduce your debt at the college. Montserrat must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or Montserrat or your parent receive on your behalf) excess Title IV program funds that must be returned, the college must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

Montserrat must return this amount even if it didn't keep this amount of your Title IV program funds. If Montserrat is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the college or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the college to cover unpaid institutional charges. Montserrat may also charge you for any Title IV program funds that the school was required to return.

### **Procedures for Officially Withdrawing from School:**

Obtain a complete withdrawal form from the Registrar's Office. Students who do not officially withdraw from school may receive "F" grades for all classes.

Obtain a financial aid clearance from the Financial Aid Office. The official withdrawal process begins when the form is signed by the Financial Aid Office. The Financial Aid Office will begin the Return of Title IV process to determine if the student must repay any fund(s) to the financial aid account(s).

Return the complete withdrawal form with the signature(s) to the Registrar's Office. The Registrar will officially withdraw the student from class(es).

### **Tuition Refund Policy**

<b>If the Withdrawal Occurs During:</b>	<b>College Refunds</b>
<b>First Two Weeks:</b>	80%
<b>Third Week:</b>	60%
<b>Fourth Week:</b>	40%
<b>Fifth Week:</b>	20%
<b>Balance of Semester</b>	0%

### **Housing Refund Policy**

<b>If the Withdrawal Occurs During:</b>	<b>College Refunds:</b>
<b>First Two Weeks:</b>	50%
<b>Third Week:</b>	25%
<b>Fourth Week:</b>	0%

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).