



Sample Before and After Policy and Procedure

Revised: March 2021

NASFAA P&P Builder, Section 13.1

This document represents work performed by Blue Icon Advisors to revise a school's policies and procedures (P&Ps). On the following pages, we provide the original text included in the school's P&P and our revised language, as approved by the institution. This language is effective as of the revision date outlined above and may not represent current legislation, regulation, or published guidance. NASFAA and Blue Icon Advisors shall not be liable for technical or editorial errors or omissions contained herein; nor for incidental or consequential damages resulting from the furnishing, performance, or use of this material.

Trusted Advisors to the Financial Aid Community.

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School's Original Policy Language

The Sample Institution Financial Aid and Scholarship Office is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance before the end of the payment period. These requirements do not apply to a student who did not actually cease attendance at the school. For example, when a student reduces his or her course load from 12 credits to 9 credits, the reduction represents a change in enrollment status, not a withdrawal.

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or was scheduled to be in attendance. Up through the 60% point in each payment period, a pro-rata schedule is used to determine the amount of the Title IV funds the student has earned at the time of withdrawal. After the 60% point in the term in which the student is enrolled in the payment period, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period; there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement. All processing must be done within 30 days of date of notification of withdrawal. <https://ifap.ed.gov/federal-student-aid-handbook/1920FSAHbkVol5>

APPLICABLE DEADLINES (5-131)

Two main deadlines impact most R2T4 calculations—the 45-day time frame for the Return of Title IV Funds (also see the discussion under Time frame for the return of Title IV funds in Chapter 2), and the 30-day required notification of the need for authorization to make a post- withdrawal disbursement of FSA loan funds (see the discussion under Post-withdrawal disbursement of Title IV Loan funds in [Chapter 2](#)).

Blue Icon Revised Policy Language

Overview of Federal Policy

The Sample Institution FASO is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance before the end of the payment period. These requirements do not apply to a student who did not actually cease attendance at the School. For example, when a student reduces his or her course load from 12 credits to 9 credits, the reduction represents a change in enrollment status, not a withdrawal.

Title IV 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, the student may no

longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The R2T4 regulations do not dictate an institutional refund policy. Instead, Sample Institution is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or was scheduled to be in attendance. Up through the 60 percent point in each payment period, a pro-rata schedule is used to determine the amount of the Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the term in which the student is enrolled in the payment period, a student has earned 100 percent of the Title IV funds the student was scheduled to receive during the period; there are no unearned funds. However, the FASO must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

Applicable Deadlines

Two main deadlines impact most R2T4 calculations

- 45-day time frame to return Title IV funds as a result of the R2T4 calculation
- 30-day required notification of the need for authorization to make a PWD of Direct Loan funds

For a list of other R2T4 and PWD deadlines refer to [Volume 5, Chapter 2](#) of the FSA Handbook.

Overview of Institutional Policy

The requirements for Title IV program funds when students withdraw are separate from the Sample Institution refund policy. Therefore, students may still have unpaid School charges. Sample Institution will charge the student for any Title IV program funds that the FASO was required to return.

The Sample Institution FASO has a designated team of financial aid advisors who, in compliance with Federal, state and University guidelines, determine and process the earned and unearned portions of Federal, state, private and institutional aid as of the effective date the student withdrew, ceased attendance, or did not attend (i.e., No-Show).

For details regarding the School's refund policy refer to the Fees Refund Policy 1718 <link> or the Fee Refund Schedules <link> on the Office of the Registrar's website.

School's Original Procedure Language

1. The student submits withdrawal form online at <link> to the corresponding college advising the office.
2. The college advisor would assign a withdrawal checklist WREQ with the effective date, reason if the student attended classes and possible return term.
3. The form is then forwarded to the registrar office staff.
4. The Registrar's Office assigns a **WFASO** checklist with a comment including the following information: fee refund, LOA, and notation if the student did or did not attend classes.
5. The financial aid withdrawal processing team runs a withdrawal report (SCF_TR_ACAD_WITHDRAWALS) on AIS based on incomplete withdrawal checklist items (WREQ) set by advising/registrar. This report is run weekly and needs to be updated every academic year on AIS through Data Management/Systems.
6. Withdrawal tile, Query Viewer, type in report name
7. A withdrawal checklist (**FX_WD**) is coded as received or required to prevent further processing of the file.

Blue Icon Revised Procedure Language

There are two ways to take a break from studies at Sample Institution:

1. *Withdrawal* - is the act of discontinuing enrollment either before or during a quarter. Withdrawal without a leave of absence means that a student will leave Sample Institution without a plan to return and will need to file an application for readmission if or when they wish to re-enroll. It is presumed that no University services are provided after a withdrawal, with the exception of leave of absence benefits.
2. *Leave of Absence (LOA)* - is a plan to leave Sample Institution while arranging for a specific pre-approved return date, within one to six quarters.

There are many things for a student to consider when filing for a withdrawal or leave of absence, not the least of which are financial implications.

Any refund of registration fees paid will follow the refund schedule <link> and be based on the effective date of the withdrawal. Federal Student Aid recipients may be required to return funds, with proration of the aid based on the number days attended. Other considerations such as housing, health insurance, parking permits, and international students are discussed here <link>.

Students must submit a withdrawal request form or notify their college advisor via email or phone if they wish to completely withdraw from all registered courses.

To recalculate a student's eligibility for Title IV funds, the relevant campus departments must first determine whether the student has withdrawn from the University. Second, the FASO must determine the percentage of Federal Student Aid the student earned during the student's payment period. After the FASO completes the R2T4 calculation, the Accounting Office is responsible for returning unearned aid to the appropriate Title IV program.

The Sample Institution Undergraduate Advising Department <link> for each college is the designated office of record for student withdrawals. These college advisers determine the effective date in which the student has withdrawn from the University. In most instances, the effective withdrawal date is based on the date the student submits the withdrawal request form.

Documentation examples received for withdrawals including F/W grades

When the Undergraduate Advising Department determines that a student has withdrawn, the FASO is informed through a variety of methods:

- Online withdrawal form <link> (i.e., petition to withdraw) sent from applicable college to withdraw@sample.edu
- Report received from the FASO's Data Management team of No-shows
- Professors emailed responses confirming participation through the 6th week
- Student suspension e-mail from campus Judicial Affairs or Academic Department
- Online query of academic year withdrawals by the term:
 - *Academic Year Query: SCF_TR_ACAD_WITHDRAWALS*

Procedure for initial review of withdrawal

Once notified of the withdrawal, the FASO will do a preliminary review of the information:

1. The student submits withdrawal form <link> online with the applicable Undergraduate Advising office
2. The college advisor would assign a withdrawal checklist "WREQ" with the effective date, reason if the student attended classes, and possible return to term
3. The form is then forwarded to the Office of the Registrar staff

4. The Office of the Registrar assigns a "WFASO" checklist with a comment including the following information:
 1. Fee refund
 2. Leave of Absence, and
 3. Notation if the student did or did not attend classes
5. The FASO withdrawal processing team runs a withdrawal report "SCF_TR_ACAD_WITHDRAWALS" on AIS based on incomplete withdrawal checklist items "WREQ" set by advising/registrar. This report is run weekly and needs to be updated every academic year on AIS through the Data Management/Systems team.
6. Withdrawal tile, Query Viewer, type in report name
7. A withdrawal checklist "FX_WD" is coded as received or required to prevent further processing of the file.

For additional processing details of withdrawals at Sample Institution, including award revisions, student notification, study abroad, and graduate students, refer to the FASO's Withdrawal Procedures [<link>](#).

For information on withdrawals during the Summer term, refer to the FASO's Summer Session Withdrawal [<link>](#) procedures.