

<p style="text-align: center;"><b>Return of Title IV Funds (R2T4) Policy</b> for Concordia University of Edmonton as it relates to U.S. Financial Aid</p>
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This policy applies only to eligible US and eligible non-US citizens receiving Title IV funds under the William D. Ford Direct Loan Program. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses voluntarily for any reason including medical withdrawals, or is required to withdraw, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Unearned Title IV funds must be returned to the Title IV aid programs.

When a student intends to withdraw from studies it is the student's responsibility to do so according to Concordia University of Edmonton policies and procedures. If a student who has received Title IV funding withdraws from all his/her courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. Federal aid includes Federal Direct Loan (subsidized and unsubsidized) and Federal Parent/Grad PLUS loan. The Financial Aid and Awards Coordinator is responsible for determining the amount of financial aid earned and the amount, if any, to be returned to the appropriate aid programs. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the student's official date of determination of withdrawal.

The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Therefore, a pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

**Withdrawal Date** - A student's withdrawal date for federal financial aid purposes is:

- the date the student completed an official Program Withdrawal Form through Online Services (non-payment of fees and/or non-attendance do not constitute official withdrawal from Concordia);
- the date the student was required to withdraw from the university;
- the midpoint of the period for a student who leaves without notifying the institution; or
- the student's last date of attendance at a documented academically-related activity (the university is not required to take attendance although some professors may require a student to attend in order to receive a passing grade).

Refund calculations are based on the percentage of earned aid using the following formula:

*Days completed up to the withdraw date ÷ Days in Enrollment Period = Percentage Completed*  
(any break of five days or more is not counted as part of the days in the period)

If the calculated percentage exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period. If the percentage is less than 60%, then a calculation is done to determine the amount of earned aid.

$$\text{Total Aid Disbursed for the term} \times \text{Percentage Completed} = \text{Amount of Earned Aid}$$

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. Keep in mind that any required return of Title IV aid funds may result in the student owing a balance to Concordia. If the aid already disbursed is less than the earned aid, the institution may owe the student a post-withdrawal disbursement

$$\text{Total Disbursed Aid} - \text{Amount of Earned Aid} = \text{Unearned Aid to be Returned}$$

**Order of Return**– Title IV funds will be returned in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Parent PLUS loan or Graduate PLUS loan

The requirements for Title IV program funds when students withdraw is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV funds that the school was required to return as it is Concordia’s policy to pursue collection of unpaid accounts.

**The Financial Aid and Awards Coordinator’s responsibilities in regard to the R2T4 policy include:**

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
3. Informing the student of the result of the Return of Title IV Funds calculation and any balance owed to the University as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs;
5. Concordia University of Edmonton will notify a student, or parent PLUS borrower, by email prior to making any post-withdrawal disbursement of loan funds within 30 days of the date of a school’s determination that a student has withdrawn. The notice will identify the type and amount of the loan funds to be credited to the student’s account and will advise the student, or parent, they may accept or decline all or a portion of the funds. Failure to respond within 30 days may result in a return of post-withdrawal funds to the lender.

**The student’s responsibilities in regard to the R2T4 policy include:**

1. Becoming familiar with the R2T4 policy and how withdrawing from all his/her courses effects eligibility for Title IV aid;
2. Becoming familiar with Concordia University of Edmonton’s official withdraw policy.
3. Resolving any outstanding balance owed to Concordia University of Edmonton resulting from a required return of unearned Title IV aid.
4. Prior to leaving school, Direct Loan borrowers must complete exit counseling. The Direct Loan Exit Counseling (<https://studentloans.gov>) will explain your rights and responsibilities as a Direct Loan borrower.

Any questions regarding this policy may be directed to the Financial Aid and Awards Coordinator by email [финаid@concordia.ab.ca](mailto:финаid@concordia.ab.ca) or by telephone 780-479-9220.

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Created 7 MAY 2012  
Revised July 2018