



Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program

Student's Name Micki Lake Social Security Number Case Study 3-4

Date Form Completed / / Date of the institution's determination that the student withdrew 4 / 4 /

Period used for calculation (check one) payment period period of enrollment

Monetary amounts should be in dollars and cents (rounded to the nearest penny). Round to three decimal places when calculating percentages. For example, .4486 would be .449, or 44.9%.

STEP 1: Student's Title IV Aid Information

	Net Amount Disbursed	Net Amount That Could Have Been Disbursed		Amount Disbursed	Amount That Could Have Been Disbursed
1. Unsubsidized FFEL/Direct Stafford Loan	<u>\$1,273.61</u>	<u> </u>	5. Pell Grant	<u>\$1,562.50</u>	<u> </u>
2. Subsidized FFEL/Direct Stafford Loan	<u> </u>	<u> </u>	6. FSEOG	<u>\$ 187.50</u>	<u> </u>
3. Perkins Loan	<u> </u>	<u> </u>	7. Other Title IV programs*	<u> </u>	<u> </u>
4. FFEL/Direct PLUS	<u> </u>	<u> </u>	*Do not include FWS.		

A. Total Title IV aid disbursed (NOT aid that could have been disbursed) for the payment period or period of enrollment **A** \$ 3,023.61

B. Total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment **B** \$ 3,023.61

STEP 2: Percentage of Title IV Aid Earned

C. •Withdrawal date 4 / 3 /

•Percentage of payment period or period enrollment completed

Calculation 1 – Determine the clock hours completed* in the payment period or period of enrollment divided by the total clock hours in the payment period or period of enrollment

$$\frac{\text{completed hours } \boxed{280}}{\text{total hours } \boxed{450}} = \boxed{62.2} \%$$

If this percentage is greater than 60%, enter 100% in Box C and proceed to Step 3.

If this percentage is less than or equal to 60%, proceed to Calculation 2.

Calculation 2 – Determine the clock hours completed* in the payment period or period of enrollment divided by the clock hours scheduled to be completed as of the date the student withdrew.

$$\frac{\boxed{} \text{ completed hours}}{\boxed{} \text{ scheduled to complete}} = \boxed{} \%$$

If this amount is less than 70%, enter the percentage from Calculation 1 in Box C and proceed to Step 3. If this amount is 70% or greater, determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period or period of enrollment and enter this amount in Box C (this amount may be greater than 60%).

$$\frac{\boxed{} \text{ scheduled to complete}}{\boxed{} \text{ total hours}} = \boxed{} \%$$

*Excused absences do NOT count as completed hours. **C** 100.0%

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

D. Percentage of Title IV aid earned (Box C) x the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment (Box B)

$$\boxed{100.0\%} \text{ Box C} \times \boxed{\$3,023.61} \text{ Box B} = \boxed{\$ 3,023.61} \text{ D}$$

Step 4: Total Title IV Aid to be Disbursed or Returned

If the amount in Box D is greater than the amount in Box A, go to item E. If the amount in Box A is greater than the amount in Box D, go to item F. **If the amounts in Boxes A and D are equal, STOP. No further action is necessary.**