
Introduction

The purpose of this publication is to provide participating schools with guidance on how to handle Title IV funds when you discover that a student is overawarded, has received an overpayment, or has withdrawn before completing a period for which the student has received FSA funds.

Here, we provide a *summary* of the changes and clarifications presented in greater detail in the chapters that follow. **Alone, the text herein does not provide schools with the guidance needed to satisfactorily administer the Title IV, HEA programs.** For more complete guidance, you should refer to the text in the chapters cited, the Code of Federal Regulations (CFR) and the Higher Education Assistance Act (HEA) as amended.

Throughout this volume, new information is indicated with the following symbol.



When the text represents a clarification rather than a change, it is indicated with this symbol.



When we believe that historically there might be some misunderstanding of a requirement, we indicate that with



or



Finally, if we want to point out a bit of helpful information we indicate it with



MAJOR CHANGES

Chapter 1 – Overawards and Overpayments

- √ We clarify the treatment of inadvertent overborrowing.

Chapter 2 – Withdrawals and the Return of Title IV Funds

- √ We explain the treatment of GEAR UP and SSS grants to students in Return calculations.
- √ We describe how, if a student withdraws from a self-paced non-term credit-hour program *before earning any credits*, the institution must have a reasonable procedure for projecting the completion date of the period.