When a recipient of Title IV aid (consisting of federal grants or loans) completely fails or withdraws from school during a semester in which they began attendance, UHMC must determine the amount of Title IV aid that the student earned as of the student’s reported Last Day of Attendance (LDA) or Withdrawal Date (WD) as reported by UHMC.

A student who is receiving Title IV aid and is contemplating not completing the semester should contact the Financial Aid Office to discuss the effects of not completing their classes. Students who do not establish attendance in a class will be considered not enrolled for financial aid purposes and may have their aid adjusted.

**Calculation of the amount of Title IV aid earned by the student:**

The amount of Title IV aid that is earned by the student is equal to the Title IV aid awarded for the semester multiplied by the percentage of the semester that the student completed as of the reported WD.

\[
\text{Title IV semester award} \times \% \text{ of semester completed} = \text{Title IV aid earned}
\]

- For complete official withdrawals during the semester the WD will be used to determine the ‘% of semester completed’.
- For unofficial withdrawals, using the LDA, if the student attended 50% or less of the semester, UHMC will be using the midpoint(50%) to determine the ‘% of semester completed’. If the student attended between 50 to 60% of the semester, the latest LDA will be used to determine ‘% of semester completed’.
- If the reported LDA or WD occurs after the completion of 60% of the semester the student is entitled to all Title IV aid awarded for that semester.

**Returning Unearned Title IV aid:**

- If the calculated amount of Title IV aid that the student earned is less than the amount that was disbursed then the difference must be returned to the Title IV program.

\[
\text{Title IV aid disbursed} - \text{Title IV aid earned} = \text{Unearned Title IV aid to be returned}
\]

- Funds are returned first from the institution’s tuition revenue account in an amount equal to the total institutional charges incurred by the student for the semester multiplied by the percentage of Title IV aid that was not earned by the student. Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs.

\[
\text{Institutional Charges} \times \% \text{ of unearned Title IV aid} = \text{portion school returns}
\]

- The amount of assistance that the student is responsible to return is calculated by subtracting the amount of unearned aid that the institution returned from the total amount of unearned Title IV assistance.

\[
\text{Unearned Title IV aid} - \text{portion school returns} = \text{portion student returns}
\]

**Providing students with earned, but not yet disbursed, Title IV aid:**

- If the total amount of Title IV aid that the student earned is more than the disbursed amount, then the student may be eligible for a post-withdrawal disbursement equal to the difference.

\[
\text{If Title IV aid earned} - \text{Title IV aid disbursed} > 0 \text{ then, post-withdrawal disbursement to student}
\]