

Schilling-Douglas School of Hair Design

Return of Title IV Funds Policy

In the event of termination or withdrawal

If a student enrolled in a program of study and participates in the Federal Title IV program, withdrawals or is terminated before completing their program; the Return of Title IV Funds Policy must be followed, per Federal Regulations.

Return of Title IV Policy

This policy applies to students who officially withdraw, unofficially withdraw or are terminated from enrollment at Schilling-Douglas School of Hair Design.

Official withdraw from Schilling-Douglas School

A student is considered to be officially withdrawn on the date the student provides official notification to the school of their intent to withdraw in writing or orally.

Unofficial withdraw from Schilling-Douglas School

A student is considered to have unofficially withdrawn on the date the student does not return from an approved leave of absence or on the date the student is not in attendance for 14 consecutive days and is not on an approved leave of absence.

Leave of Absence

A student on an approved leave of absence is not a withdraw, but if the student does not return to school from the leave of absence on the date designated in the leave, the student would be determined a withdraw on the scheduled date of return. In this event, the students withdraw date would be their last day of attendance.

Calculation

Students must earn the right to use Federal Title IV funding based on the scheduled hours of attendance per payment period. When a student separates from the school, the school must calculate what percentage of aid for that payment period has been earned. This calculation is performed by first determining which payment period the student terminates/withdraws and second by determining the number of hours scheduled to be completed in that payment period as of the students last day of attendance. If 60% or more of the scheduled hours for the payment period have lapsed, the student will have earned 100% of the Title IV funds for that payment period. If less than 60 % of the scheduled hours for that payment period have lapsed, the student will have earned only that same percentage of the Title IV funds for that payment period. The school will then determine the amount of unearned Title IV funds to be returned by the school and any amount that may be required to be returned by the student. The school will notify the student in writing if they are required to return any Title IV funds.

Post-Withdrawal Disbursement

If a student has accepted Title IV financial aid by the withdraw date, but financial aid has not been disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount that the student earned, and otherwise eligible for, the student is eligible to receive a post-withdraw disbursement for the amount of earned Title

IV financial aid not yet disbursed. The school will perform a Return to Title IV calculation to determine if the student is eligible for a post-withdrawal disbursement within 30 calendar days after the date of determination that the student withdrew. The student must have a signed promissory note for any loan prior to the school performing the Return to Title IV calculation for the loan to be include as aid that could have been disbursed.

Post-Withdrawal Loans

If the student is determined to be eligible for a post-withdrawal disbursement of a loan, the school's financial aid office must send notification of post-withdrawal disbursement eligibility to the student within 30 calendar days after the date of determination the student withdrew. The student will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement notification sent by the school. If the student notifies the school with in the required time period that they wish to accept any of the loan funds, those funds will be disbursed by check to the student within 180 calendar days of the student's date of determination of withdraw. The school must obtain written permission from the student before loan funds can be disbursed.

Post-Withdrawal Grants

If the student is determined to be eligible for a post-withdrawal disbursement of a grant, the school will disburse the Title IV grant funds a student is due based on the Return to Title IV calculation by check to the student within 45 days calendar days of the date the school determined the student withdrew.

Order of Return

Federal regulations require the school to return Title IV funds to the applicable programs in the following order; Unsubsidized Loans, Subsidized Loans, Plus loans, Pell Grants, Supplemental Educational Opportunity Grants. All returns by the school will be made within 30 days of the date of determination.

Once the Return of Title IV Funds Policy has been performed the school will then apply its cancellation and settlement policy per the contract, to determine the student's financial obligation to the school.

If the Return of Title IV calculation results in a credit balance on the student's account it will be disbursed to the student within 14 calendar days from the date of the Return to Title IV calculation. In the event the school cannot locate the student (parent), to whom a Title IV credit balance must be paid, the unclaimed credit balance will be returned to the Title IV program. These funds must be returned no later than 240 calendar days after the date the school issued the check to the student.

Institution Responsibilities

Schilling-Douglas School of Hair Design will;

- Provide students with the information in this policy
- Perform Return of Title IV calculation for students affected by this policy
- Return all unearned Title IV funds to the proper Title IV programs within 45 days of the date of determination of withdraw or termination.
- If less Title IV aid has been disbursed than the student has earned, the school will

- calculate the post withdraw disbursement and it will be offered to the student.
- Provide notifications to students (parents) and the Department of Education

Student Responsibilities

- The student should notify the school's financial aid office in writing of official withdraw.
- If the student decides to cancel or rescind their intent to withdraw, they should notify the school's financial aid office in writing.
- Based on the Return to Title IV calculation, the student may be responsible for school charges previously paid for by the Title IV program.
- The student is responsible for the return of unearned Title IV Funds disbursed to the student when the student is deemed ineligible to retain the funds based on the Return of Title IV calculation.
- The student must submit a response to the school financial aid office instructing of post-withdraw disbursement decision.
- Must complete online Exit Counseling.