

INSTITUTIONAL REFUND POLICY

RETURN OF TITLE IV FUNDS POLICY



Example

Student received the following financial aid:

Subsidized Stafford Loan	\$1,275.00
Federal Pell Grant	\$ 325.00
Total	\$1,600.00

Institutional charges	\$1,177.00
Student's refund check	\$ 423.00

Student withdrew from Georgia State after completing 10.4% of the total semester.

- Fall semester began on August 18 and ended on December 6.
- Student totally withdrew on August 29.
- This is the 11th day of the semester that is 106 days long.

Federal law states that this student has "earned" 10.4% of federal aid disbursed

100% of aid disbursed	\$1,600.00
10.4% of aid earned	\$ 166.40
89.6% unearned aid	\$1,433.60

Georgia State and the student will share 89.6% of earned aid to be returned. Georgia State's portion is determined by multiplying the total charges (\$1,177.00) by the unearned percentage (89.6%) which will be \$1,054.59. This amount will be returned to the Subsidized Loan Program.

The student will be responsible for the remaining balance

Earned aid	\$1,433.60
Institutional share	-\$1,054.59
Student share	\$ 379.01

The balance of the loan (\$220.41) will be returned by the student in accordance with terms of the promissory note. The remaining \$158.60 would be returned at a 50% rate to the Federal Pell Grant Program.

Pell Grant overpayment	\$158.60
	x 50%
Repayment amount	\$ 79.30

This student would need to make arrangements with Georgia State's Bursar's Office to repay \$79.30 to the Federal Pell Grant Program within 45 days. Effective August 19, 2000.

How can you contact The Office of Student Financial Aid?

In person - Sparks Hall, Room 102, 1st floor
Mail - P.O. Box 4040, Atlanta, GA 30303-4040
Telephone - 404/651-2227
Hours - Monday - Friday 8:30 a.m. to 5:15 p.m.
FAX - 404/651-3418

Walk-in Hours:
Monday and Thursday 8:30 a.m. to 5:15 p.m.
Tuesday 9:30 a.m. to 6:00 p.m.
Wednesday 8:30 a.m. to 6:00 p.m.
Friday 9:30 a.m. to 5:15 p.m.

Office hours may vary during breaks and holidays.

NEW PROVISIONS

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing what must happen to your Federal assistance if you completely withdraw from school in any semester. If a student withdraws from Georgia State University, then the university or the student may be required to return some of the federal aid and/or HOPE scholarship funds awarded to the student. The Student may also be eligible for the refund of a portion of the tuition and fees paid to Georgia State for the semester.

WITHDRAWAL PROCESS

To completely withdraw from classes, a student must complete the procedure using the Georgia State GoSOLAR Web site at www.student.gosolar.gsu.edu. If you are enrolled in the College of Law, please contact the College of Law Student Services Office for assistance in withdrawing from classes. The date you complete the withdrawal transaction is the official date Georgia State will use in the calculation of any tuition refund or refund to Federal student aid and/or HOPE scholarship programs. Students who do not formally and completely withdraw are not eligible for a refund.

INSTITUTIONAL REFUND

The refund amount for students withdrawing is based on a pro rata percentage determined by dividing the number of calendar days in the semester the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes breaks of five days or more. The unearned portion shall be refunded up to the point in time that the amount equals 60%.

RETURN OF TITLE IV AND HOPE SCHOLARSHIP

In general, new federal and state regulations assume that you “earn” your federal financial aid awards and HOPE directly in proportion to the number of days of the term that you attend until you withdraw. If you completely withdraw from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdraw. If you or Georgia State receives more assistance than you earn, the unearned excess funds must be returned to the Department of Education or the State HOPE Office. On the other hand, if you or Georgia State receives less assistance than the amount you have earned, you may be able to receive those additional funds.

The portion of your federal student aid or HOPE Scholarship you are entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days you completed before you withdrew. For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to the Department of Education or the State HOPE Office.

Once you have completed more than 60% of the semester, you have earned all (100%) of your assistance. If you withdraw from Georgia State before completing 60% of the semester, you may have to repay any unearned financial aid funds that were already disbursed to you. For the Fall 2000 semester, the date you have earned 100% of your scheduled awards is October 21, 2000.

If you receive excess funds based on this calculation, Georgia State must return a portion of the excess to the lesser of (1) the student’s institutional charges multiplied by the unearned percentage of funds, or (2) the entire amount of the excess funds.

If Georgia State is not required to return all the excess funds, you must return the remaining amount. The order that Georgia State and you must return these funds is as follows:

- **Unsubsidized Federal Stafford Loan**
- **Subsidized Federal Stafford Loan**
- **Federal Perkins Loan**
- **Federal Plus Loan**
- **Federal Pell Grant**
- **Federal SEOG Grant**
- **Other Title IV programs**
- **HOPE Scholarship Program**

If you are required to repay loan funds, this is done in accordance with the terms of your promissory note. If you must repay any grant funds, the law states that you are not required to repay 50% of the grant assistance that you were calculated to repay. Any grant amount that a student must repay is considered a grant overpayment and therefore must be repaid to Georgia State within 45 days.