

FINANCIAL INFORMATION

R2T4

Withdrawals - Return to Title IV (R2T4)

Los Angeles Pacific University (LAPU) recognizes that unexpected situations may sometimes impact a student's ability to complete a course. This policy outlines how earned and unearned portions of Title IV aid are determined for students who withdraw from a competency-based education (CBE) credit-hour program.

Key Difference for CBE Programs:

Attendance vs. Competency: Unlike traditional programs, CBE programs focus on mastery of competencies rather than seat time. Therefore, attendance is not tracked for R2T4 purposes. The program also offers a defined add/drop period, allowing students to make adjustments to their schedules within a specified timeframe.

When R2T4 Applies:

- A student officially withdraws from all classes in the term after receiving Title IV funds and the official start date of the term has passed.

When R2T4 Does Not Apply:

- A student never starts attending classes (withdrawal before attendance begins).
- A student reduces their course load but remains enrolled at least half-time.
- A student receives failing grades (academic performance does not trigger R2T4).

Determining Earned Aid:

- **Up to 60% of Payment Period:** If a student withdraws before completing more than 60% of the days in a payment period and has not successfully finished a course, a prorated portion of their Title IV aid is considered unearned and must be returned.
- **After 60% of Payment Period:** If a student withdraws after completing more than 60% of the days in a payment period OR successfully finishes two courses, they have earned 100% of the Title IV aid allocated for that period. They may even be eligible for additional funds (post-withdrawal disbursement).

The following table details the federal requirements for retaining Title IV funds when a student withdraws from a semester. It outlines the total number of days in each payment period, the number of days a student is eligible to retain the awarded aid, and the percentage of Title IV funds a student can keep based on the withdrawal date.

Here is a breakdown of the key terms used in the table:

- **Total Days:** This refers to the total number of days in the payment period.
- **Days to Retain Aid:** This indicates the number of days within the payment period for which a student is eligible to retain the awarded Title IV funds.
- **Percentage:** Students who achieve satisfactory academic progress by successfully completing coursework equivalent to surpassing 60% of

the payment period are considered to have earned 100% of the Title IV aid disbursed for that period.

Please note that this table is a general guideline, and specific situations may require adjustments based on federal regulations.

| Term | Total Days | Days to Retain Full Aid |
|----------------------|------------|-------------------------|
| September - December | 122 | 74 days (60%) |
| October - January | 123 | 74 days (60%) |
| November - February | 120 | 73 days (60%)* |
| December - March | 121 | 73 days (60%)* |
| January - April | 120 | 73 days (60%)* |
| February - May | 120 | 73 days (60%)* |
| March - June | 122 | 74 days (60%) |
| April - July | 122 | 74 days (60%) |
| May - August | 123 | 74 days (60%) |
| June - September | 122 | 74 days (60%) |
| July - October | 123 | 74 days (60%) |
| August - November | 122 | 74 days (60%) |

*Note: One day is added to the 60% calculation during Leap Years.

Determining Withdrawal Date:

- **Official Withdrawals:** The date students electronically submit the withdrawal form.
- **Late Withdrawal Petitions:** The last date allowed for submitting a withdrawal form on the academic calendar.
- **Unofficial Withdrawals:** The last date students have documented academic activity in a course (e.g., submitting an assignment). Not attempting at least 50% of the work in a course by Week 10 and remaining inactive can lead to an FN grade and be considered a withdrawal for R2T4 purposes.

Notification to the Office of Financial Aid:

The Office of Financial Aid will be notified by the Office of the Registrar when a student has officially withdrawn from all courses either by submitting the electronic Withdrawal Form or a Late Withdrawal Petition.

For an unofficial withdrawal, the Office of Financial Aid will be notified once all grades have been submitted for each term.

Factors Affecting R2T4 Eligibility:

Several factors can influence the amount of Title IV aid a student receives after withdrawing from a CBE program. These include:

- **Successfully Completing Courses:** In a competency-based program, it is crucial to complete a course with a passing grade (B or better, where PR is equivalent to a B grade) before exceeding the critical threshold (typically 60% of the payment period) to avoid potential withdrawal for Title IV purposes. **Lack of participation in a course, as evidenced by an FN (Failure – Non-attendance) grade, can be considered a withdrawal if it occurs before this threshold is met.**
- **Verification of Eligibility:** Students receiving Pell Grants must complete the verification process by a specific deadline (typically 120 days after the last day of attendance). Failure to submit the required documents by the deadline might affect the final R2T4 calculation, potentially excluding Pell Grant funds from the disbursement.

- **Loan Eligibility Requirements:** While verification is not required for Direct PLUS and Direct Unsubsidized Loan funds, other eligibility requirements might apply. It is important for students to consult the financial aid office for details on specific loan program requirements.

By actively participating in courses (avoiding an FN grade) and completing the verification process on time, students can maximize their eligibility for Title IV funds even after a withdrawal.

Order that Funds are Returned:

LAPU will return Title IV funds to the programs from which the student received aid during the period of enrollment in the following order, up to the net amount disbursed from each source.

- # Unsubsidized Federal Direct Loans
- # Subsidized Federal Direct Loans
- # Federal Direct PLUS Loans
- # Federal Pell Grants for which a return is required
- # FSEOG for which a return of funds is required

Timeframe for Returning Aid:

The timeframe for returning funds is as soon as possible but no later than 45 days after determining the student has withdrawn (Date of Determination).

Post-withdrawal disbursements:

In a CBE program, a post-withdrawal disbursement refers to additional Title IV financial aid funds a student might be eligible for after withdrawing from the program.

- The school will review the student's eligibility for additional financial aid within 120 days of their withdrawal.
- Grant funds, if awarded, will be deposited directly to the student's account within 45 days.
- Loan funds may be available, but students will receive a notification letter requiring their decision to accept them (they will have at least 14 days to respond). Verification completion might impact loan disbursement timelines.

Students with a Credit Balance:

Once the R2T4 calculation has been performed, if it results in a credit balance on the student's account, the credit will be refunded to the student as soon as possible and no later than 14 days after the calculation of the R2T4.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.