

RETURN OF TITLE IV FUNDS – Duke Law School

Step 1: Determine the withdrawal date.

If the student officially withdraws, the withdrawal date is the date Duke Law determines the student provided official notification to Duke Law, in writing or verbally, of his or her intent to withdraw.

If the student does not provide official notification of his or her intent to withdraw, the withdrawal date will be determined as the date Duke Law became aware the student was not attending class.

If a student does not return from an approved leave of absence, the withdrawal date is the date Duke determines the student began the leave of absence. If a student takes a leave of absence that does not meet the requirements of an official leave of absence, the withdrawal date is the date the student began the leave of absence.

The Office of Student Affairs provides this date to the Law School Registrar's Office, which produces an official attrition notice. The attrition notice is then distributed via e-mail to relevant parties, including the Office of Financial Aid.

Upon receipt of an attrition notice from the Law School Registrar, the Office of Financial Aid performs a return of Title IV funds calculation using the web based application provided by CPS Online at <https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp> (described in steps 2 – 5 below).

Step 2: Calculate the percentage of enrollment period completed.

The percentage of enrollment period completed is determined by dividing the total number of calendar days in the enrollment period into the number of calendar days completed in that period as of the withdrawal date. The total number of calendar days in a payment period includes all days (including weekends) within the period. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the enrollment period and the number of calendar days completed in that period.

The **period used for the calculation** is “Payment Period,” as all Law School programs are standard credit hour programs.

The **school calendar** is determined by:

1. Calculating the days in the particular term/semester, from the first day of classes to the last day of finals.
2. Weekend days are included in the total number of days.
3. Breaks of five or more days are excluded.
4. When counting the number of days attended, the date of withdrawal is counted as a day attended.

Step 3: Calculate the amount of Title IV aid earned. If the withdrawal date is equal to or greater than 60 percent of the enrollment period (semester), the student has earned 100 percent of the Title IV funding disbursed for that semester. If the withdrawal date is less than 60 percent of the semester, the amount of Title IV funding the student has earned is calculated by using the federally mandated calculation to determine the percentage of Title IV funds that have been earned by the student for that

semester. This percentage is then applied to the total amount of Title IV funding that was disbursable for the semester as of the withdrawal date.

Step 4: Determine the amount of Title IV aid unearned. The amount of Title IV funding the student has not earned is calculated by subtracting the amount of Title IV funding the student earned from the total Title IV funding disbursed/or was disbursable.

Step 5: Allocate unearned aid. Duke is required to return the lesser of the total amount of Title IV funds the student has not earned or an amount equal to the charges if the total amount to be returned exceeds the charges incurred by the student.

Institutional costs are used to determine the amount of refund due from the school versus the student but do not change the amount of aid earned by the student. These costs refer to the original amounts charged to the student for educational expenses for the term of withdrawal and not pro-rated amounts used by the University based on the date of withdrawal. Required fees are included. Health insurance charged through the University can be included, but parking permits, parking tickets, flex account deposits, and similar non-academic expenses are not included.

Step 6: Adjust Aid and Return any Required Funds. Unearned Title IV funds must be returned within 45 days of the student's withdrawal.

Duke will return the student's unearned Title IV funding on his or her behalf and consider the returned funds as the student's debt to Duke. Students must make arrangements with the Bursar's office for repayment of the debt. Consequences of non-payment include blocks on re-enrollment, transcript and diploma holds, and student account placement with Collections.

Title IV loan amounts to be returned by Duke will be credited to the appropriate programs in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS loans received on behalf of the student.

The funds are returned in the following manner:

1. The awards are reduced to the appropriate level on the students award panel in Peoplesoft.
2. An email is sent to the Student Loan Office notifying them of the reduction
3. Copies of the calculation, attrition notice, and any other relevant documentation are then filed in the student's financial aid folder

Step 7: Communication of return of funds. Students for which a portion of Title IV aid must be returned will receive a communication from the Financial Aid Office via email indicating the adjustment has been made and the funds have been returned on the student's behalf. This communication further instructs any resulting balances on the student account must be paid by the student and arrangements for payment must be made directly with Duke's Bursar.