

**West Virginia University Hospitals
Radiologic Technology Education Programs**

Radiography, Radiation Therapy, MRI, & Dietetic Internship programs

Policy No: **1.011**

Effective: **7/2000**

Revised: **1/2012**

Financial Aid Over-awards / Overpayments / Return of Title IV Funds

In accordance with the Code of Federal Regulations (CFR), and the Higher Education Assistance Act (HEA) and its subsequent revisions, West Virginia University Hospitals (WVUH) has established the following guidelines and procedures for managing over-awards, overpayments, and the return of Title IV funds in the event a student's eligibility changes and / or they withdraw or are dismissed from a program after the disbursement of student aid funds.

I. Administrative Practices

To reduce / eliminate the possibility for over-award / overpayment situations, WVUH has implemented the following policies and practices regarding enrollment, disbursement and documentation:

1. WVUH verifies 100% of financial aid applications prior to the disbursement of any form of student aid.
2. WVUH does not disburse student aid funds until the student is physically in attendance in a program. No advanced payment disbursements are made.
3. WVUH records daily attendance for all enrolled students.
4. All of WVUH's programs are full-time; therefore, a student's status is either full-time or not enrolled.

In the event an over-award / overpayment situation does occur, the following procedures will be implemented:

II. Over-awards

An over-award situation would exist in the event that a student's financial aid package exceeds the student's financial need. Adjustments to the student's financial aid package will be made accordingly in over-award situations

1. Pell grant awards will not be adjusted in recalculating the student's financial aid unless an overpayment occurs (See Section III - Overpayments)
2. Direct Loan awards (Subsidized, Unsubsidized, & PLUS) will be adjusted by one of the following:
 - a. Canceling or reducing the award prior to the 1st disbursement.
 - b. Canceling or reducing subsequent loan disbursements.
 - c. Replacing the EFC by converting Subsidized into Unsubsidized loan amounts.
3. Partial disbursements will not be made. If necessary, WVUH will return the entire award and recalculate the student's loan eligibility. A new, corrected disbursement will be issued.

III. Overpayments

In the event that a student's enrollment status changes or additional information is obtained which results in an adjustment to the student's eligibility, overpayments that have occurred will be governed as follows:

1. If a student receives a Direct Loan overpayment for a particular payment period, the FAA will, if possible, reduce or cancel the student's subsequent loan disbursement for that academic year to compensate for the overpayment. If not, the student will be required to (1) repay the excess loan amount in full, or (2) make arrangements, satisfactory to the holder of the loan, to repay the excess amount. If loan overpayment results from the student withdrawing or being dismissed from the program, obligations for repayment are outlined in Section IV – Return of Title IV Funds
2. If a student receives a Pell overpayment for a particular payment period, the FAA will reduce / cancel the student's subsequent Pell disbursement for that academic year to compensate for the overpayment.
3. If a Pell overpayment occurs due to a school error, and the FAA cannot eliminate a potential overpayment in the same academic year, the school will repay the overpayment on the student's behalf. The student will not lose Title IV eligibility nor will be reported to NSLDS or ED collections. However, the student will be required to repay the school the amount the school returned on the student's behalf. The school will work with the student to develop a mutually acceptable repayment arrangement.

Overpayments cont.

4. If a Pell overpayment occurs due to a student error, and the FAA cannot eliminate the potential overpayment in the same academic year, the student must repay the overpayment providing it is \$25 or greater. The school will contact the student by electronic or paper media stating the following:
 - a. The amount of the overpayment and the obligation of returning the funds to the school or the Department.
 - b. If the student fails to repay the overpayment or make satisfactory arrangements for repayment, the overpayment will be reported to NSLDS within 30 days of the date the overpayment was determined to occur.
 - c. The student will no longer be eligible for Title IV funds until the overpayment is resolved.
 - d. If the overpayment amount is not remitted to the school or the Department or if satisfactory repayment arrangements are not made by the 45th day after the overpayment was identified, the school will refer the overpayment to Borrowers Service's for collection.
5. The school reserves the right to withhold a student's academic transcripts or programmatic certificates until the student makes repayment or satisfactory repayment arrangements with the school and/or the Department.

IV. Return of Title IV Funds

Students, who are awarded financial aid and subsequently withdrawal from a program, may be responsible for returning a portion of disbursed funds to WVUH, the Department of Education, and/or their lender. The following outlines the calculation for the Return of Title IV funds when a student ceases to be enrolled prior to the end of a payment period or period of enrollment.

Withdrawal Date

All education programs at WVUH take attendance; therefore, the student's withdrawal date will be the last documented date of attendance at an academically related activity.

Percentage of Title IV Aid Earned

The percentage of Title IV aid earned is determined by utilizing the student's withdrawal date to calculate the percentage of the payment period (semester) completed. The Percentage of Payment Period Completed is calculated by dividing the clock hours scheduled to be completed by the total clock hours for the semester.

1. If the Percentage of Payment Period Completed is **greater than 60%**, than the Percentage of Title IV aid earned is **100%**.
2. If the Percentage of Payment Period Completed is **equal to or less than 60%**, than that percentage will be used to calculate the amount of aid earned.

Amount of Title IV Aid Earned

The percentage of Title IV Aid earned is multiplied by the total Title IV funds disbursed plus the aid that could have been disbursed for the payment period to determine the total Title IV aid (\$) earned by the student.

Title IV Aid to be Disbursed or Returned

1. If the amount of Title IV aid disbursed for the period is less than the amount of Title IV aid earned, a post withdrawal disbursement is required.
2. If the amount of Title IV aid disbursed for the period is greater than the amount of Title IV aid earned, the school, the student, or both will be required to return the unearned portion of disbursed funds.
3. If the amount of Title IV aid disbursed for the period is equal to than the amount of Title IV aid earned, no further action will be necessary.

Order of Return of Title IV Funds

Schools and students are required to return Title IV funds to the programs from which the student received aid in the following order, up to the net unearned amount disbursed from each source:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Loans
4. Pell Grants

Return of Title IV Funds cont.

Amount of Unearned Title IV Aid due from the SCHOOL

The amount due from the school is determined by multiplying the Institutional charges for the payment period by the percentage of Title IV aid unearned (100% - Percentage of Title IV aid Earned).

1. The only Institutional charges incurred by students enrolled at WVUH are tuition and fees.

Radiography & Radiation Therapy

Tuition and fees assessed to students are \$1000.00 per payment period (semester).

Magnetic Resonance Imaging

Tuition and fees assessed to students are \$2000.00 per payment period (semester).

Nutrition & Dietetics Internship

Tuition and fees assessed to students are \$2,250.00 per payment period (semester).

2. WVUH will return the unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

Amount of Unearned Title IV Aid due from the STUDENT

The amount due from the student is calculated by subtracting the amount of Title IV aid due from the school from the total Title IV funds to be returned. The remaining amount must be returned by the student to the sources listed below in order of their listing until the total amount is repaid with the following exceptions:

1. Grant overpayments of \$50 or less are considered de minimus and do not have to be repaid.
2. A student is only required to return 50% of the disbursed Pell grant funds that are determined to be the responsibility of the student to repay.

Return of Funds by the Student

The procedures governing the return of funds are determined by the source of the funding:

1. Loan programs (Direct Subsidized, Unsubsidized & PLUS loans)
 - a. The student and/or the parent must return funds to loan programs in accordance with the terms of the Master Promissory Note.
2. Pell Grants
 - a. The student returns funds to grant programs as an overpayment.
 - b. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the USDE.

Reporting and Referring

Within 30 days of determining that a student withdrew, the school will notify the student that

1. They are required to return all or part of the Title IV funds they received.
2. They have 45 days from the date of notification to either,
 - a. Repay the overpayment in full to the school.
 - b. Sign a repayment agreement with the school (not to exceed two years)
 - c. Sign a repayment agreement with the Department.
3. If they fail to take one of the positive actions listed above prior to the 45 day deadline,
 - a. They will no longer be eligible for Title IV funds until the overpayment is resolved.
 - b. The school will be required to report the overpayment to NSLDS.
 - c. The school will be required to refer the overpayment to Borrowers Service's for collection.

Education Manager

Date