



# UNIVERSITY OF BRIDGEPORT

## POLICY AND PROCEDURE

<b>Title:</b>	<b>Title IV Funds: Withdrawal, Modular Completion, and Attendance Requirements Policy</b>
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### **POLICY STATEMENT:**

The institution complies with federal regulations governing the administration of Title IV financial aid when a student withdraws, ceases attendance, or fails to begin attendance. In accordance with **34 CFR 668.22 (Return of Title IV Funds)** and **34 CFR 668.21 (Failure to Begin Attendance)**, the institution determines earned and unearned aid, processes required returns and ensures accurate recalculation of eligibility.

Students receiving Title IV aid are subject to these requirements, which may impact current and future financial aid eligibility and may result in repayment obligations.

### **PROCEDURE DETAILS:**

#### **Applicability**

This policy applies to all students who receive Title IV federal financial aid, including:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal PLUS Loans

This policy governs:

1. Withdrawal from all courses (Return of Title IV Funds – R2T4)
2. Students who never begin attendance (34 CFR 668.21)

#### **Periods of Enrollment**

Students are enrolled in payment periods based on their program structure (accelerated, traditional, or hybrid). The payment period determines the timeframe used in calculating earned financial aid.

#### **Withdrawal Definitions and Process**

##### **Official Withdrawal**

- Student notifies the Registrar's Office of intent to withdraw
- Withdrawal date = date the student begins the process or provides notification

##### **Unofficial Withdrawal**

- Student stops attending without notification
- Withdrawal date = last date of academically related activity (LDA), as documented by faculty

#### **Calculation of Earned and Unearned Aid**

The percentage of Title IV aid earned is based on the percentage of the payment period completed:

- Earned Aid = % of payment period completed
- Unearned Aid = remaining percentage

### **Return of Title IV Funds (R2T4)**

#### **Institutional Responsibility**

The institution returns the lesser of:

- Unearned Title IV aid, or
- Institutional charges multiplied by the percentage of unearned aid

#### **Student Responsibility**

Students are responsible for:

- Repayment of loan funds under promissory note terms
- Repayment of grant overpayments, subject to federal limits

### **Order of Return of Funds**

Funds are returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. PLUS Loans
4. Federal Pell Grants
5. FSEOG
6. Other Title IV assistance

### **Post-Withdrawal Disbursements (PWD)**

If earned aid exceeds disbursed aid:

- The institution notifies the student within required timeframes
- Loan disbursements require student acceptance
- Grant funds may be disbursed without confirmation

### **Programs Offered in Modules**

A student is considered withdrawn if they do not complete all scheduled days in the payment period unless an exemption applies.

#### **Exemptions (Student Not Considered Withdrawn):**

- Completion of 49% or more of the payment period
- Successful completion of at least 6 credit hours
- Written confirmation of intent to return within 45 days
- Completion of a module that constitutes 49% or more of the period

#### **Student is Considered Withdrawn if:**

- They stop attending all courses
- They do not complete scheduled days
- They drop future modules
- They do not meet exemption criteria

## **Attendance Documentation Requirements**

Academic attendance must be documented through:

- Assignment submission
- Exams or quizzes
- Faculty-initiated academic interaction
- Substantive discussion participation

Not considered attendance:

- Logging into LMS (e.g., Canvas)
- Opening course materials

## **Students Who Never Begin Attendance (34 CFR 668.21)**

If a student never attends one or more courses:

- Aid is recalculated based on attended credits only
- Pell Grant funds for non-attended courses must be returned
- If no courses are attended, all Title IV aid must be returned

## **Distinction from R2T4:**

- Not considered a withdrawal
- No R2T4 required if at least one course is attended
- Requires Pell recalculation only

## **Institutional Charges**

Charges for non-attended courses are adjusted per institutional policy and may result in a balance owed.

## **Transcript and SAP**

- Grades remain unless formally changed
- SAP is not recalculated due to Pell adjustments
- Courses count as attempted unless updated by the Registrar

## **Impact on Future Financial Aid**

- Students must meet SAP requirements
- Withdrawal or non-attendance may affect eligibility
- SAP may only change through academic updates or appeal

## **Other Types of Financial Aid**

### **Institutional Aid**

- Governed by institutional criteria
- Example: Full-time enrollment requirements

### **State Aid**

- Subject to external requirements such as GPA, enrollment, and completion

## **Responsible Offices in Procedure Execution**

- Student Financial Services (primary execution, R2T4 calculations)

- Registrar's Office (withdrawals, enrollment status)
- Faculty (attendance reporting)
- Bursar/Student Accounts (billing adjustments)

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> UNIVERSITY CATALOG | <input checked="" type="checkbox"/> STUDENT HANDBOOK |
| <input type="checkbox"/> FACULTY HANDBOOK              | <input type="checkbox"/> STAFF HANDBOOK              |

**DEFINITIONS:**

**Return of Title IV Funds (R2T4):** Federal calculation determining earned versus unearned aid

**Last Date of Attendance (LDA):** Last documented academically related activity

**Modular Program:** Courses that do not span the full payment period

**Post-Withdrawal Disbursement (PWD):** Aid disbursed after withdrawal if earned

**Academic Activity:** Substantive engagement in coursework

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

- Student Financial Services
- Registrar's Office
- Academic Affairs / Faculty
- Bursar / Student Accounts
- Institutional Effectiveness

**HISTORY:**

Created June 2026.

<b>EFFECTIVE DATE:</b>	July 2026
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Financial Aid
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

- 34 CFR 668.22

- 34 CFR 668.21
- Federal Student Aid Handbook (R2T4 and Attendance sections)