

## Lehigh University – Title IV Refund Policy

Federal regulations require the Financial Aid Office to recalculate federal financial aid eligibility for Title IV funds for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. This calculation is determined by using the Department of Education's formula and establishes the amount the student is eligible for based on the time they attended Lehigh University. If a student earned less aid than was disbursed, Lehigh is required to return a portion of the funds to the Department of Education. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

**Official Withdraw:** A student is officially withdrawn on the date that the student provided official notification of intent to withdraw, or take a leave of absence in writing or orally to the University. In cases where a student is dismissed, the official withdrawal date is the date that the student's dismissal is effective.

**Unofficial Withdraw:** If a student fails to earn a passing grade in at least one course offered over an entire period, the institution will assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

The financial aid office will review grades at the end of each semester to determine which students failed to earn a passing grade in at least one course offered over an entire period and did not officially withdraw. The financial aid office will contact the student and the student's faculty for that semester to determine the date on which they stopped attending classes and use their last date of attendance as the withdrawal date. If the attempts to contact the student and faculty are unsuccessful, we will use a withdrawal date that is equal to the midpoint of the period of enrollment.

If a student receives Title IV grant or loan assistance and does **not** begin attendance in a period of enrollment, the student is ineligible for any Title IV aid.

Lehigh must return the amount of Title IV funds for which it is responsible within 45 days of the date the school determined the student withdrew.

If a student earned more aid than was disbursed to their account, Lehigh would owe the student a post-withdrawal disbursement. Any Title IV grants will must be disbursed within 45 days of withdrawal. Title IV loans will be paid within 30 days of the student's withdrawal. Post withdrawal disbursements will be applied to the student's account.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Student Loans
- Subsidized Federal Direct Student Loans
- Federal Direct Parent (PLUS) Loans
- Federal Pell Grants

- Federal Supplemental Opportunity Grants

If, after the withdrawal calculations are completed, a student owes a balance on their Bursar account, the Bursar's Office will send the student an account statement showing the amount due. The payment must be made within 30 days of the account statement.

In the event that a credit balance exists on a student's account as a result of a withdrawal calculation, the credit will be disbursed to the student as soon as possible and no later than 14 days after the withdrawal calculations are completed.