



Return of Title IV Funds/Withdrawal Policy

Purpose ET /Artifact i[2 550.2act i[2 Tf 1 Q BT(P)-846(0 PeA6(F)-1.5 (u)-3.1 (it)-3 (le522J 0 Tc 0 Tw 7.543dA40 school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount the student was originally scheduled to receive. The purpose of the Return of Title IV Funds/Withdrawal policy is to determine what unearned portions of Title IV funds that the student and the school received that must be returned to the U.S. Department of Education.

Scope

The Return of Title IV Funds/Withdrawal policy applies to all federal Title IV financial assistance recipients who completely withdraw from FINE Mortuary College (FMC), or cease attending all classes during attendance or period of enrollment, after when

Withdrawal

There are two types of withdrawal that fall under the Return of Title IV Funds (R2T4) regulations:

1. Official Withdrawal: Students may choose to voluntarily and formally withdraw from all classes enrolled at FMC. Academic penalties and financial obligations may occur. To voluntarily withdraw from FMC, a student must:
 - Provide a letter of intent to withdraw to the school director or Registrar.
 - Complete, sign and date the FMC Drop/Add form with the Registrar.
 - The official U.S. postmark on the letter of withdrawal or the date on the email from the student to FMC will be used to calculate the R2T4 and the financial obligation to FMC, unless the student hand delivers the Drop/Add form and the letter to withdraw from the college.

2. Unofficial Withdrawal: If a student begins to attend class(es), receives Title IV funds, then ceases to attend the class(es) without official withdrawal from FMC, this is considered "unofficial withdrawal." The withdrawal date for a student who unofficially withdraws is the last date of class participation as documented by the instructor in the attendance register.

The R2T4 rules for Title IV funds recipients who completely withdraw from FMC will be used to determine the unearned portions of Title IV funds that must be returned to the appropriate program funds.

The policy will not apply to a [(a)-3(p)-8.7 (ro)-17Td [(a)-3 Td ()Tj EM.004 Tc 0.004 Tw 0.228 0 Td [(a)J 0 Tc 0 T3

PostWithdrawalDisbursement

After the R2T4 calculation, FMC will disburse any Title IV funds that the student has earned but have not been disbursed to the student. Grants will be disbursed within 45 days. Loans will be offered to the student within 30 days, allowing the student at least 14 days to respond.

All post-withdrawal disbursements will be applied to the student's account first, and for any resulting credit balance from the loan funds, the institution will first obtain confirmation from the student or parent in the case of a parent PLUS, that they still wish to have the loan funds disbursed.

If the student/parent submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of the loan funds or confirm that a post-withdrawal disbursement of the loan funds be credited to the student's account, the institution will disburse the funds in the manner specified by the student, as soon as possible, but no later than 180 days after the date the institution determined that the student withdrew.

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