

WITHDRAWING FROM MOODY BIBLE INSTITUTE

Return to Title IV Refund Policy

Students are awarded Title IV aid and institutional aid with the assumption that they will complete the entire period for which assistance was provided. While the aid will be disbursed before the end of the semester, students have not earned all of the money on the first day of courses. Once a student has started attending courses, he or she begins to earn the federal aid awarded. When a student ceases enrollment in all courses after a semester begins, the student is considered to be withdrawn for that semester. The U.S. Department of Education requires schools to determine if such students earned all the Federal Student Aid they received. This is a percentage based on the number of calendar days attended versus the total calendar days for the enrollment period. Once this percentage is calculated, it is used to determine the amount of Title IV aid that may be retained to cover charges on the student's account. If a student withdraws prior to 60% of the payment period being completed, any unearned aid must be returned to the U.S. Department of Education. Federal Student Aid recipients who are considering withdrawing from a semester are encouraged to contact the Office of Financial Aid prior to withdrawal.

Failure to officially withdraw from Moody may result in the student receiving all unofficial withdrawal grades (FN), resulting in an unofficial term withdrawal and the return of Title IV aid. In order to withdraw from Moody you need to contact the associate registrars in the Office of Academic Records and provide official notification and follow the Term Withdrawal policy (see Academic Policies). If a student withdraws from Moody, either by completing the official withdrawal process or by dropping all of their classes, the student will forfeit all institutional money awarded for the semester.

Determining Withdrawal Date

A student's withdrawal date is determined based upon one of the following:

- The date the student began the official withdrawal process.
- The student expressed intent to withdraw to one of the associate registrars in person, in writing (including email), or by phone.
- If the student did not complete the official withdrawal process, express intent to withdraw, or was not administratively dropped, then the midpoint of the semester may be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.), then that date may be used instead.

Once the withdrawal date is determined, a Title IV refund calculation will be performed. All unearned Title IV aid funds will be returned to their respective programs within 45 days of the determined date of withdrawal. Funds will be returned in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- PLUS Federal Direct Stafford Loans
- Federal Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- Federal Supplemental Opportunity Grant

After the Office of Financial Aid has a withdrawal date the Return to Title IV (R2T4) calculation will begin as follows:

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the period that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.

Step 4: If unearned funds must be returned, determine the school's and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.

Step 5: If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification.

Step 6: Return the Institute's share and any funds repaid by the student or refer the student to the Department of Education; or make the post-withdrawal disbursement.

If the student did not receive all of the funds earned, they may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds; the institution must get the student's permission before the funds can be disbursed. The student may choose to decline all or part of the loan funds so they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make the request in writing to the Financial Aid Office within 14 calendar days of receiving their notification letter. If the Post-withdrawal disbursement is from Pell, then the money will be applied to any outstanding tuition, fees, room or board. If there is a credit balance it will be sent to the student within 14 days of being created.

There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to a student once they have completely withdrawn because of other eligibility requirements. For example, if a student is a first-time, first year undergraduate student and has not completed the first 30 days of their program before they withdraw, they will not receive any Federal Direct Stafford Loan funds that they would have received if they had remained enrolled past the 30th day. Once the institution has determined that a student has completely withdrawn, a Return of Title IV funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an updated invoice from the institution.

Unofficial Withdrawal

A student who receives failed grades (F) will be considered to have completed the semester. A student who receives unofficial withdrawal grades (FN) in all courses at the end of the semester may be subject to the Return to Title IV (R2T4) policy. If a student is receiving Title IV funds and receives unofficial withdrawal grades (FN) in all courses, generally the midpoint of the semester will be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.) after the midpoint of the semester, then the withdrawal calculation may be based on this date instead.