

Southern University at New Orleans

Federal “Return of Title IV Funds” Policy

All students who resign from the University must submit written notice of resignation to the SUNO Registrar’s Office.

If a student, who is disbursed Title IV financial Assistance, withdraws or stops attending class on or before completing 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied. No adjustment will be made to tuition, fees, or Title IV aid for a student who withdraws after the 60% point of the semester.

Southern University at New Orleans implemented the Federal Return of Title IV Funds policy beginning with the Fall 2000 semester per the Higher Education Act of 1998. This policy applies to any student who receives Title IV aid: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans (Subsidized and Unsubsidized) and who officially withdraws, drops out, is expelled, takes an unapproved leave of absence (unofficial withdrawal), or fails to return from an approved leave of absence (unofficial withdrawal). Refer to the “Withdrawal/Resignation” section of the SUNO catalog for requirements for officially withdrawing from school.

The amount of Title IV Funds to be returned to the applicable federal programs will be determined, using the student’s withdrawal date, by calculating the percentage of the enrollment period for which the student did not complete. Scheduled breaks of five or more consecutive days are excluded. SUNO will return the lesser of the total of unearned aid or an amount equal to institutional charges multiplied by the percentage of unearned aid. The student will be responsible for repaying any remaining portion that was disbursed to them.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of “F” or “FX” in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the university. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of Title IV aid, tuition and fees. Please refer to the “Class Attendance Regulations” section of the SUNO catalog for requirements on class attendance.

If the student's portion of unearned Title IV funds is a student loan, no action by the school is necessary. Regular loan terms and conditions apply. If the student's portion of unearned Title IV funds is a Federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period. In the event of resignation, the SUNO institutional refund policy will be applied. After performing the Return to Title IV calculation, the student may be liable for any Title IV funds disbursed to their accounts in excess of the amount allowed by federal regulations. The school will determine which portion of any assistance the student owes. If no payment is made, holds will be placed on the student's account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made.

Unearned funds are allocated to the Title IV programs from which the student received assistance, in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grant
4. Federal Supplemental Educational Opportunity Grant (SEOG) Program

Note: Refer to the "Refund of Fees" section of the SUNO catalog for more information.

Post-Withdrawal Policy

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, SUNO must get your permission before we can disburse them. We will contact you via your SUNO email to offer you a post-withdrawal loan disbursement. Therefore, it is important that you continue to check your SUNO email even after withdrawing from a semester. You may choose to decline some or all of the loan funds so that you don't incur additional debt. SUNO may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). SUNO needs your permission to use the post-withdrawal grant disbursement for all other school charges, and this permission is received each semester by each student when you approve your bill and agree to the terms and conditions of registration in your Banner self-service student portal student portal.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, a student that was awarded federal loans but has not accepted the loans in the Banner self-service student portal or completed the required MPN or loan entrance counseling cannot receive a post-withdrawal disbursement of loan funds.

Federal policy requires a student acceptance of a post-withdrawal disbursement before funds can be posted to a student account within 30--days of notification. Students must notify the Office of Student Financial Aid in writing if he or she wish to receive any available post-withdrawal disbursement.

Students can contact the Office of Student Financial Aid at 504.286.5263, should they have any questions.

Requirements and Deadlines for R2T4 Calculations and Return of Title IVAid

The following list outlines the requirements and deadlines for the return of Title IV funds.

- Determining withdrawal date: 30 days after the end of earlier of the following...
 - (1) Semester (payment or enrollment period),
 - (2) Academic year in which the student withdraw, or
 - (3) Educational program from which student withdrew.
- Return of unearned Title IV funds: No later than 45 days after the date SUNO determined the student withdrew.
- Post-withdrawal disbursement to student's account: No later than 180 days after the date SUNO determined the student withdrew
- Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds to the student's account: Within 30 days of SUNO's determination that the student withdrew
- Written notification of student's eligibility for a post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges: Within 30 days of SUNO's determination that the student withdrew
- Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current (educationally related) charges: From

the date SUNO determined the student withdrew...

(1) No later than 180 days for loans and

(2) No later than 45 days for grants

- Notification to student of grant overpayment: Within 30 days of the date SUNO determined that the student withdrew.
- Referral of student to Debt Resolution Services: As soon as possible.
- Student (or parent) deadline to submit response instructing SUNO to make a post- withdrawal disbursement: Deadline is given in writing when SUNO makes the offer of a post-withdrawal disbursement.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to student: As soon as possible.
- Student's deadline to return any unearned Title IV funds:
 - (1) For loans, according to the terms of the loan and
 - (2) for grants, within 45 days of the date SUNO sent or was required to send notice (whichever is earlier).