

## **CONEMAUGH MEMORIAL MEDICAL CENTER (CMMC) RETURN OF TITLE IV POLICY**

Students who are eligible for Title IV funds and withdraw from any CMMC program must be evaluated to determine if any of the Title IV funds received on their behalf need to be returned to The Department of Education. This federal student aid process is called the Return of Title IV Funds and supersedes any other school refund policy. The steps in the calculation of the Return of Title IV Funds are as follows:

1. Determine the total charges for the payment period and any charges still owed by the student for the payment period. The return calculation is completed on a payment period basis.
2. Determine the date that the student withdrew.
3. Determine the amount of Title IV aid that was disbursed and could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid earned by dividing the calendar days completed in the period by the total calendar days in the period. Then multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the period.
5. Determine if the student is due a post-withdrawal disbursement or if the Title IV aid must be returned.
6. Calculate the amount, if any, of unearned Title IV aid due from the school and/or the student.
7. Determine the return of funds by the school and/or the student. The Department of Education requires funds to be returned in the following order:
  - Unsubsidized FFEL/Direct Stafford Loan
  - Subsidized FFEL/Direct Stafford Loan
  - Perkins Loan (not available to CMMC programs)
  - FFEL/Direct PLUS (Graduate Student) (not available to CMMC programs)
  - FFEL/Direct PLUS (Parent)
  - PELL Grant
  - Academic Competitiveness Grant (not available to CMMC programs)
  - National SMART Grant (not available to CMMC programs)
  - FSEOG (not available to CMMC programs)
  - TEACH Grant (not available to CMMC programs)
  - Any other Title IV Program

Students need to keep in mind that the Federal Student Aid may not cover all unpaid institutional charges due to the institution upon the students' withdrawal. In this case, payment of institutional charges not covered by the Federal Student Aid will be the student's responsibility. These remaining charges must be paid in full by the student to the school.