

# A Guide to the Return of Title IV Funds

The purpose of this guide is to provide information regarding the Return of Title IV Aid policies that apply to any student who withdraws, is dismissed, or takes a leave of absence from UCLA during a semester or quarter. The policy will apply to any student who discontinues enrollment in **ALL** classes **on or after the first day of the term.**

## WHAT IS TITLE IV AID?

Title IV of the Higher Education Act of 1965, amended in 1998 (Title IV and HEA program), established general rules that apply to the student financial assistance programs. For the purpose of the Return of Title IV Funds, these programs include:

Pell Grant  
Federal Supplemental Educational Opportunity Grant (FSEOG)  
TEACH Grant  
Iraq and Afghanistan Service Grant  
Federal Direct Subsidized and Unsubsidized Loans  
Federal Direct PLUS Loans

## WHAT HAPPENS AFTER WITHDRAWING?

When you withdraw, two separate calculations must be determined:

1. A refund of fees must be calculated.
2. The Financial Aid and Scholarships office must calculate the Return of Title IV Aid.

Should you cancel your registration prior to the first day of classes, this policy will not apply to you. In addition, if you drop some but not all of your classes, this policy will not apply; however, you should notify the Financial Aid and Scholarships office because your continued eligibility may be affected.

## REFUND OF FEES

Based upon the date you withdraw as determined by the Registrar, you may receive a full or partial refund of your fees. This refund will not impact the Return of Title IV Aid Calculation but will affect the amount of money you may owe back to the University for withdrawing.

During your initial term at UCLA, you will be classified as a **new** student. After your initial term, you will be considered as a **continuing** student at UCLA.

Beginning with the first day of class, the Refund Policy will refund fees based upon the number of calendar days (not school days) elapsed when the withdrawal is filed for the quarter/semester as shown on the charts on the right.

Information regarding the actual percentage of each corresponding refund can be obtained on the Registrar's Office website under "Schedule of Refunds" at [www.registrar.ucla.edu/Fees-Residence/Term-Fees/Refund-Schedules](http://www.registrar.ucla.edu/Fees-Residence/Term-Fees/Refund-Schedules)

## NON-ENROLLMENT

Irrespective of the date you officially withdraw, you will be entitled to receive a full refund of all fees if you have not enrolled in any classes. Contact the Registrar's Office or your college for information on filing the appropriate forms. Failure to request a refund will result in an outstanding balance to the Main Cashier, which in turn may prevent you from registering for subsequent terms or receiving academic transcripts. **NOTE:** You will not be eligible to receive financial aid for a term in which you have not enrolled.

## RETURN OF TITLE IV CALCULATION

When you withdraw, the Financial Aid and Scholarships office must calculate the amount of financial aid you have **earned** prior to withdrawing. Any Title IV aid received in excess of the **earned** amount is considered **unearned**. This **unearned** aid must be returned back to the respective programs. This amount is jointly shared by UCLA and the student.

Cal Grant, University Grant, and other aid are not part of the Return of Title IV aid calculation. For information regarding these types of aid, refer to the Non-Title IV Aid section of this guide.

## SCHEDULE OF REFUNDS

### NEW Student Refund Schedule

Number of Days	Refund Percentage
1	100%
2-7	90%
8-14	80%
15-21	70%
22-28	60%
29-35	50%
36-42	40%
43+	0%

### CONTINUING/RETURNING Student Refund Schedule

Number of Days	Refund Percentage
1	100%
2-7	90%
8-11	50%
12-18	25%
19-27	25%
28+	0%

### Law - NEW Student Refund Schedule

Number of Days	Refund Percentage
1-7	100%
8-14	90%
15-28	80%
29-35	70%
36-49	60%
50-56	50%
57-63	40%
64+	0

### Law – CONTINUING/RETURNING Student Refund Schedule

Number of Days	Refund Percentage
1	100%
2-11	90%
12-27	50%
28-53	25%
54+	0%

## CALCULATING EARNED FINANCIAL AID

The amount of *earned* financial aid is calculated on a daily basis from the first day of classes. The process uses calendar days rather than school days.

*Earned* aid is determined by taking the number of days attended before withdrawing divided by the total number of days in the term (first day of classes until the last day of finals, excluding spring break for semester students).

Each term has the following number of days:

Term	Quarter	Law (Semester)		
		LLM	1st year JD	Advanced JD & SJD
Fall	79 days	129 days	124 days	117 days
Winter	75 days			
Spring	75 days	123 days	108 days	123 days

\*\*\*Medical, FEMBA and Dental student terms lengths will differ slightly.

For a student who withdraws after the 60% point of the term, there are no *unearned* funds. The calculation of the Return of Title IV aid only applies to students who withdraw prior to the 60% point of the term. Withdrawal after this point in time will not result in any adjustments to your financial aid for the term.

### The 60% Point of Each Term is:

	Quarter	Law (Semester)		
		LLM	1st year JD	Advanced JD & SJD
Fall	47 days	77 days	74 days	70 days
Winter	45 days			
Spring	45 days	74 days	64 days	74 days

If you stop attending your classes and do not withdraw, your grades will remain on your academic record. In addition, if you “walk away” and do not pass any of your classes, your financial aid will be reduced for the term. Federal regulations require the Financial Aid and Scholarships office to recalculate your financial aid eligibility as if you unofficially withdrew at the midpoint of the term. You must withdraw officially from the University to avoid this situation.

Students who withdraw from the University once instruction begins must file an acceptable Notice of Withdrawal form. Undergraduates may obtain this form at the office of the academic dean. Graduates student may obtain it from their respective departments.

### CALCULATING EARNED FINANCIAL AID EXAMPLES

Undergraduate student withdraws Fall quarter on Wednesday of Week 5:

Days Attended	35
Days in Term	79

*EARNED Aid* = 44.3%

*UNEARNED Aid* = 55.7%

1st year JD Law student withdraws Fall semester on Monday of Week 3:

Days Attended	15
Days in Term	124

*EARNED AID* = 12.1%

*UNEARNED AID* = 87.9%

**Do not leave  
school without  
officially  
withdrawing...**

CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the *earned* and *unearned* aid percentages are determined, the next step is to calculate the dollar amount of *unearned* aid that must be returned.

The Return of Aid amount is determined by multiplying the *unearned* aid percentage by the total of all Title IV aid received.

UNEARNED Aid Percentage

x

Total of all Title IV Aid Received

Total UNEARNED Aid

SCHOOL PORTION OF RETURN OF TITLE IV AID

The amount of *unearned* aid that must be returned by UCLA is a percentage of the institutional charges for the term.

The *School Portion* of the Return is calculated by taking the percentage of *unearned* aid multiplied by the fees for the term.

EXAMPLES:

Undergraduate student withdraws Fall quarter on Wednesday of Week 5		
UNEARNED Aid Percentage		55.7%
Term Fees	x	\$4,343.89
School Return		\$2,419.55

1st year JD Law student withdraws Fall semester on Monday of Week 3		
UNEARNED Aid Percentage		87.9%
Return of Aid	x	\$22,613
School Return		\$19,876.83

Once the dollar amount of the *School Portion* of the Return is determined, it is compared to the amount of *Total Unearned Aid*.

If the *School Return* is **less** than the *Total Unearned Aid*, then UCLA must return the amount of the *School Return*.

If the calculated *School Return* **exceeds** the *Total Unearned Aid*, then UCLA must return the amount of the *Total Unearned Aid*.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance with your lender will be reduced by the amount of the return. Aid will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Graduate PLUS Loan
5. Direct PLUS Loan
6. Pell Grant
7. FSEOG Grant
8. TEACH Grant
9. Iraq and Afghanistan Service Grant

CALCULATING RETURN OF TITLE IV AID

Disclaimer

The Return of Title IV aid calculation is complicated and very individualized. Examples are provided to help you visualize the policy's concept but it is not functional for you to calculate your own repayment amounts.

NON-TITLE IV AID AWARDS

Students not receiving any Title IV aid as part of their financial aid package are not required to go through the Return of Title IV aid calculation.

If you are not receiving any of the types of aid listed on Page 1, your financial aid awards are all classified as NON-TITLE IV or NON-FEDERAL.

When you withdraw, the amount of financial aid UCLA will return is generally the same amount as the Fee Refund and/or the *UNEARNED* percentage of the total non-Title IV, institutional grant. Types of aid affected by this:

- University Grant
- Blue and Gold Opportunity Grant
- Parenting Grant

In addition, if Cal Grant is part of your financial aid package, it will be reduced by the same percentage of the Fee Refund.

EXAMPLE:

Undergraduate student withdraws Fall quarter on Wednesday of Week 5				
Aid Package:				
Cal Grant	\$4,064	\$1,085.97	(25% Fee Refund)	
University Grant	\$1,250	- \$1,016.00	(25% x \$4,064)	
		- \$696	(55.7% UNEARNED Aid Percentage x \$1,250)	
Difference (Bill)		\$626.03		

FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Depending upon the type of financial aid you receive, you may be required to resubmit certain applications.

Upon withdrawal, you should notify the Financial Aid and Scholarships office when you plan on returning so that we can make all necessary adjustments to your financial aid awards.

Students subject to Satisfactory Academic Progress provisions should meet with a Financial Aid Counselor to discuss ramifications of withdrawing.





## SPECIAL WITHDRAWALS

### ADMINISTRATIVE CANCELLATION

If your registration is administratively canceled by UCLA due to a lack of academic progress, you will receive a 100% of all institutional fees for the appropriate term, regardless of the date that your registration is canceled. Additionally, all financial aid received for living expenses must be repaid to the specific aid program. **Important:** If you are aware that you will be administratively canceled, do not spend your financial aid disbursed for living expenses because it will have to be repaid.

If your registration is administratively canceled by the Dean of Students office, you may be subject to the Return of Title IV Aid Provisions. If the cancellation takes place prior to the 60% point of the term, a Return of Title IV aid calculation must be performed. Cancellations after this point in time will not require any adjustments of financial aid awards.

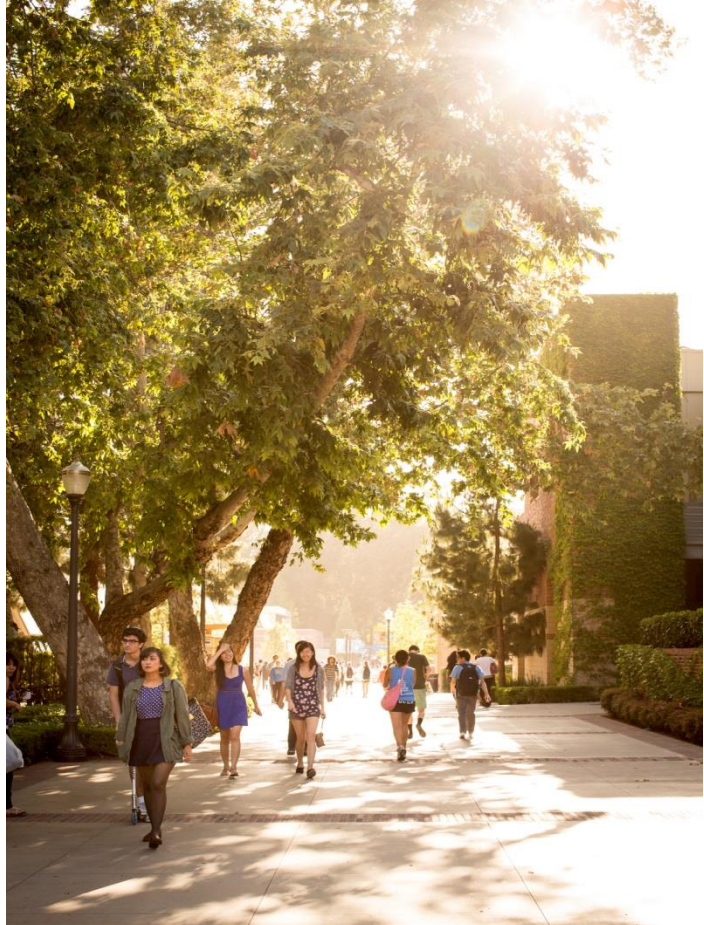
### CANCELLATION OF REGISTRATION

If you cancel your registration prior to the beginning of the term, you will not be considered a student for that term. If this occurs, you are not entitled to receive any form of financial aid during the term and your aid will be canceled and returned to the appropriate programs. If your cancellation takes place close to the beginning of the term, and you have already received financial aid to cover your living expenses, you will be required to repay the entire amount received.

### RETROACTIVE WITHDRAWAL AFTER COMPLETION OF A TERM

If you retroactively withdraw for a term that has been completed, and your withdrawal date does not entitle you to a refund, your financial aid status for the affected term will not change. No Return of Title IV aid calculation will be required since you were enrolled and attended classes for the entire term. However, you will be subject to the Satisfactory Academic Progress standards if you retroactively withdraw.

If you retroactively withdraw for a term that has been completed but your official withdrawal date is not passed the 60% point of the term, the Financial Aid and Scholarships office will be required to perform a Return of Title IV Aid calculation. Return of Title IV Aid percentages will be based upon the official date of your withdrawal as determined by the Registrar. **Retroactively withdrawing from a term in which you “walk away” as described on Page 3 does not cancel the recalculation of your financial aid.**



Registrar's Office  
1113 Murphy Hall  
310-825-1091  
[registrar.ucla.edu](http://registrar.ucla.edu)

Student Financial Services/Accounting  
1121 Murphy Hall  
310-825-9194  
[SFS website](#)

California Student Aid Commission  
P. O. Box 419026  
Rancho Cordova, CA 95741-9026  
888-CA GRANT  
[studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov)

Federal Student Aid Programs  
P. O. Box 4005  
Iowa City, IA 52443  
319-337-5665

UCLA Financial Aid and Scholarships  
A-129J Murphy Hall  
310-206-0400  
[Message Center](#)