

Financial Aid and Formal Withdrawal from Academic Enrollment – Federal R2T4 Policy

Any student who completely withdraws from the University and is a recipient of Federal Title IV Financial Aid is subject to the following policy regarding refund and repayment of those funds (34 CFR 668.22). This policy will apply to students who discontinue enrollment in ALL classes on or after the first day of the term.

Complete Withdrawal

A Return to Title IV Aid (R2T4) calculation must be determined for any student who has completely withdrawn from the University after the start of the semester. This policy does not apply to students who cancel their registration prior to the first day of classes or to students who drop some but not all of their classes. However, students should notify the Office of Financial Aid of any changes they made because their continued eligibility may be affected.

An R2T4 calculation determines the amount of federal financial aid you have earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned back to the respective Federal Aid program. If you are a Work-Study employee, you are no longer eligible to receive payment from Federal Work-Study funds effective immediately when you withdraw, however you may keep any funds already earned prior to withdrawing. Non-Title IV aid programs (such as BW scholarships & Grants, State Grants, and non-governmental external agencies) are not part of the Return of Title IV aid calculation; however, they may still be subject to reduction in cases of a withdrawal.

Federal Aid Subject to R2T4 Calculation:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized AND Unsubsidized Loans
- Federal TEACH Grant
- Federal Parent and Graduate PLUS Loans

Federal work study earned is not subject to re-calculation.

Calculating Earned Federal Aid:

Earned aid is determined by taking the number of days attended (all calendar days are counted, including weekends) divided by the total number of days in the term (first day of classes until the last day of finals). If a student withdraws after the 60% point of the term, there are no unearned funds. Withdrawal after this point in time will not result in any adjustments to your financial aid for the semester UNLESS it is later determined that the student stopped attending classes and unofficially withdrew before the 60% point of the term. Any federal work-study assistance that has been earned by the student prior to the withdrawal, is also exempt from being a part of a refund calculation.

Calculating Unearned Federal Aid:

Unearned aid is calculated by subtracting the earned percentage from 100%. The University will return any unearned federal student aid within 45 days of the date of the official withdrawal to the appropriate Federal Title IV programs.

The Withdrawal Process:

Students who wish to completely withdraw from Baldwin Wallace and who do not plan to return must communicate their intention to leave the University to their faculty advisor. They must then complete the Withdrawal/Leave of Absence form on-line through the MyBW portal's My Records Module. The official date of withdrawal is the date that the completed form is submitted to the Office of Registration and Records.

Students that do not formally withdraw but are determined to have stop attending are reported by the instructor, through an early alert retention mechanism. Early Alert/Student Success Network is a homegrown system that allows instructors to easily report attendance or important information related to a student's progress in a course. Students are contacted by a review team and urged to attend, seek learning support, or withdraw from the stated course. The review team's outreach is conducted over a consecutive 4-week period and follow-up is determined by the student's response to the initial outreach. If necessary, an instructor's Early Alert/SSN submission date or specific instructor attendance information is used in these cases to determine appropriate withdraw dates from the course.

Whether through formal withdraw or not, the official date of withdrawal is day in which a student has been deemed to be withdrawn from all coursework within an academic term. This date of withdrawal is used for determining the amount of federal student aid earned in a given semester. The date of withdrawal is recorded by the University's Registrar and is used as the formal date of withdrawal of the student.

Based on the R2T4 calculation the University will return any unearned federal student aid within 45 days of the date of the official withdrawal to the appropriate Federal Title IV programs.

The R2T4 Calculation:

The R2T4 calculation is uses days attended divided by the calendar days in the semester (excluding breaks longer than four days) to get the percentage of aid earned. Then taking that percentage and subtracting it from 100%. The unearned aid percentage is then multiplied by the amount of TIV aid disbursed onto the students account for the term.

For example: In an academic term in which there are 112 days of enrollment, a student formally withdrawing on the 28th day of the term, means that 28/112 or 25% of the term was completed, and the student is considered to have "earned" 25% of credited aid. This also means that for the remaining 75% of the term the student has not earned any federal student aid.

The percentage of federal student aid that unearned must then be returned to Title IV programs. The portion of credited aid that has been earned is allowed to remain credited with the student's account.

For students who are enrolled in a mini-A and/or mini-B and are only eligible for a Federal Pell Grant, Iraq and Afghanistan Service Grant (IASG), and/or a TEACH Grant during the period of enrollment, the days in a module and a full-term course are included in the R2T4 calculation denominator only if the student actually begins attendance in the module and/or the full-term

course. Any breaks of 5 or more days will be excluded from the denominator.

If the student is eligible for Direct Loan and/or Federal Supplemental Educational Opportunity Grant (FSEOG) funds during the period (regardless of the student’s eligibility for other Title IV program funds), the days in a module and a full-term course must be included in the R2T4 denominator if the student began attendance in the module or was enrolled (registered) in the module and/or full-term course at any time on or after the first day of the period. Any breaks of 5 or more days will be excluded from the denominator.

For example: a student initially enrolls only in full-term courses during early registration. He subsequently changes his enrollment to include courses in mini-A and mini-B, dropping all full-term courses. He is eligible for Direct Loan and Pell Grant funds. He later withdraws from all courses during mini-A. Because the student was registered only for mini-A and mini-B on or after the first day of the period, and is eligible for Direct Loan funds, only the days in mini-A and mini-B are included in the R2T4 denominator. The earlier registration in the full-term courses does not factor into the R2T4 denominator.

Order of Title IV Student Aid:

Title IV programs using the following, descending order of Title IV Programs from which to meet the total amount of funds to be returned:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grants
- FSEOG
- TEACH Grants

Complete Withdrawal Example:

John Smith is enrolled as a full-time undergraduate student for the Fall Semester. He has been offered the following aid for the semester (see column 2 below). John has found campus employment and has earned \$350 by the end of September.

John starts the formal process of withdrawal from all his academic work on October 1st, which represents the 41st day of enrollment for the Fall semester which consists of 111 days. As a proportion this represents 36.9% of the term.

Financial Aid Awards	Fall Award Amounts	Fall Aid Disbursed	Unearned / Returned Aid <small>100-36.9=63.1%</small>	Aid Earned by John Smith	Recalculation Method Used
Pell Grant	\$1,000	\$1,000	\$0	\$1,000	R2T4
Direct Sub Loan	\$2,000	\$2,000*	\$48	\$1,952	R2T4
Direct UnSub Loan	\$1,000	\$1,000*	\$1,000	\$0	R2T4
PLUS Loan	\$4,000	\$4,000*	\$4,000	\$0	R2T4

FWS eligibility	\$1,200	\$350	N/A	\$350	
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Total Fed Aid	\$8,000	\$8,000	\$5,048	\$2,952	
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* The amounts shown in column 3 are transmitted/disbursed but for the sake of this example don't subtract the federal origination fee from the loans.

With respect to changes for BW and state aid, they mirror the percentage of refund that the University applies to John's charges. October 1st is the formal withdrawal date, which represents the 5th week of the semester and falls within the University's 25% refund period. The following calculations would be done in John's case. Baldwin Wallace University's Billing & Refund policy can be found here: <https://www.bw.edu/one-stop/finances/payments/billing-refund-policy/>

Financial Aid Awards	Fall Award Amounts	Fall Aid Disbursed	Unearned Aid 5 th week = 25%	Aid Earned by John Smith	Recalculation Method Used
BW Scholarship	\$5,000	\$5,000	\$1,250	\$3,750	Institutional
BW Grant	\$2,000	\$2,000	\$500	\$1,500	Institutional
State Grant	\$500	\$500	\$125	\$375	Institutional

Partial-Withdrawal:

If a student withdraws from coursework, which drops them below full-time their aid will be recalculated. Institutional aid will be prorated based on the amount of earned charges according to BW's refund policy. Pell will be adjusted until the Pell Recalculation Date (PRD) which is considered the Friday of the first week of mini-B Courses. Federal loan funds are evaluated based on the number of credit hours at time of disbursement.

Post-Withdrawal Disbursements:

Post-withdrawal disbursements (PWD) are made if a student has received less Title IV aid than the amount that they have earned. PWD are made within 180 days of the date that the student was determined to have withdrawn. Available grant funds will be disbursed prior to offering loan funds. Grants will be disbursed within 45 days and loans must be offered to the student or parent in the case of a PLUS loan within 30 days, allowing the student or parent at least 14 days to respond.

Credit Balances as the Result of an R2T4:

After all unearned Title IV student aid has been returned to the appropriate Title IV funds by Baldwin Wallace University, the remaining earned dollars will be added to the student's account. If the addition of the earned Title IV aid results in a credit balance on the student account, a credit balance refund will be issued to the student with 14 days.

A student is not to be considered withdrawn if:

- The student completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was scheduled to complete.

- The student has successfully completed mini-A or B courses that include 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days.
- The student completed coursework equal to or greater than the coursework required of a half-time student for the payment period.
- BW has written confirmation from the student, at the time they are withdrawing from a module, that they will be enrolled in another module during the same payment period or period of enrollment; and that future module begins no later than 45 calendar days after the end of the module in which the student ceased enrollment.

For example, a student withdraws from mini-A 2 weeks into the module, but on the same day submits in writing that they plan on returning and will be registered for mini-B. The student is not considered withdrawn since they will be enrolled in the mini-B module, which begins 5 days after the end of mini-A.

Future Aid Eligibility

Withdrawing may affect a student's eligibility to receive financial aid in subsequent terms. Upon withdrawal, they should notify the BW One Stop when they plan to return so the One Stop can make sure any necessary adjustments to your financial aid offer have been made. Students should also review the Satisfactory Academic Progress requirements which can be found on our website: <https://www.bw.edu/one-stop/finances/financial-aid/faq/>