

## **The Institute of Beauty and Wellness - Return of Title IV Funds Policy**

If a student who received or was eligible to receive Title IV Funds (Federal Financial Aid) withdraws or is terminated when the clock hours scheduled to have been completed is 60% or less of a payment period, the Institute of Beauty and Wellness will determine the amount of that Title IV funds the student earned according to the Return of Title IV Funds Calculation as required by the United States Department of Education. The official withdrawal date is determined by the postmark date on the written notification, or the date said notice is delivered to a school director in person. The unofficial withdrawal date is determined to be after three school days of no attendance and no notice or explanation.

If a student withdraws or is terminated when the clock hours scheduled to have been completed is more than 60% of a payment period, the student is considered to have earned all awarded aid for that payment period.

If a student earned less Title IV Funds than was disbursed, the Institute of Beauty and Wellness would be required to return a portion of the unearned Title IV Funds to the United States Department of Education. In many cases, the Return of Unearned Title IV Funds will result in the student owing tuition to the school that would otherwise have been paid with Title IV Funds. It may also result in the student owing an overpayment to the United States Department of Education.

The Institute of Beauty and Wellness must return the amount of Title IV Funds for which it is responsible as soon as possible but no later than 45 days after it determines or should have determined that the student withdrew.

Title IV Refunds are returned in the following order, up to the net amount disbursed from each source:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required

If a student earned more Title IV Funds than was disbursed, the Institute of Beauty and Wellness may be able to offer the student a post-withdrawal disbursement. If a student's post-withdrawal disbursement includes a Federal Pell Grant, the Institute of Beauty and Wellness may automatically use all or a portion of it for allowable charges. If a student's post-withdrawal disbursement includes loans, the school must get a student's permission before it can disburse the funds. If the student submits a timely response that instructs the school to make all or a portion of the post-withdrawal disbursement, the school must normally disburse the funds within 180 days of the date that the school determined that the student withdrew.