

Fort Hays State University

Return of Title IV Federal Financial Aid Funds Policy

Effective beginning Fall 2011

Student Fiscal Services – 317 Picken Hall
600 Park Street, Hays, KS 67601
Phone: 785-628-5558 or 785-628-5892
Fax: 785-628-4046 Email: sfs-repay@fhsu.edu

Financial Assistance Office - 202 Picken Hall
600 Park Street, Hays, KS 67601
Phone: 785-628-4408
FAX: 785-628-4014 Email: finaid@fhsu.edu

Federal financial aid regulations mandate that students who receive federal (Title IV) financial aid and who withdraw completely before completing 60% of the term, will be required to return a portion of the federal financial aid funds they received. Total withdrawal includes Official Withdrawal (student drops classes in TigerEnroll) and Unofficial Withdrawal (student stops attending class and receives a grade of “U” in all classes).

Federal financial aid includes all Federal loan and grant programs: Unsubsidized and Subsidized Stafford Loans, Perkins Student Loans, PLUS Loans, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), TEACH Grant, and other Title IV programs except Federal Work-Study.

Federal financial aid is awarded to FHSU students under the assumption that the student will attend* for the entire award period. The law assumes that the student “earns” federal financial aid in proportion to the number of days the student attended in the term. In other words, the student earns financial aid as they attend class. The portion of Federal financial aid that a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days the student completed before withdrawing. If the student was awarded more aid than earned, the unearned funds must be returned to the federal programs by FHSU. FHSU will return the unearned aid to the federal programs and bill the same amount to the student. As long as it can be documented that the student attended* classes beyond 60% of the term, the student is considered to have earned their aid for the term.

FHSU determines the Withdrawal Date for calculating the amount of earned financial aid using the student’s last date of documented academically-related activity.* When documentation is unavailable, FHSU may use an alternative date (midpoint of the award period for a student who leaves without notifying FHSU or the date the student began the withdrawal process or officially notified FHSU of their intent to totally withdraw).

**Examples of academically-related activity are: physical class attendance where there is direct interaction between the instructor and student; submission of an academic assignment; examination, interactive tutorial, or computer-assisted instruction; study group assigned by the school; participation in online discussion about academic matters (logging into an online course is not sufficient); or initiation of contact with the instructor to ask questions about academic subject.*

Unearned federal financial aid must be returned by FHSU, on behalf of the student, to the federal aid programs funds in the following priority order established by regulation: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Student Loan, PLUS Loan, PELL Grant, SEOG, and TEACH Grant. FHSU returns the unearned financial aid, and the student is required to repay FHSU for the unearned financial aid. Unpaid federal financial aid repayment prevents the student from enrolling in a future semester and accessing their transcript. In addition, future financial aid eligibility may be impacted.

Contact the Student Fiscal Services Office, Fort Hays State University, 317 Picken Hall, at 785-628-5558 for additional information on calculation of Return of Title IV funds.