

Original Version: 02.09.2011

Updated Version: 08.26.2020; 01.20.2022; 06.20.2022; 08.02.2022; 06.29.2023

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RETURN OF TITLE IV FEDERAL STUDENT AID

This refund policy is in addition to the Institutional Refund Policy

Federal Financial Aid Refunds - Return of Title IV Calculation

The school participates in federal financial aid for the 600-clock hour Digital Marketing Professional Diploma Program, the 600-clock hour Business Information Technology Specialist Diploma Program, the 760-clock hour Medical Assistant Diploma Program and the 600-clock hour Prompt Engineer Professional Diploma Program. The 80-clock hour Technology Professional 2 Certificate Program, the 80-clock hour AI Prompt Specialist Certificate Program, 240-clock hour Technology Professional 6 Certificate Program and 320-clock hour Full Stack Developer Certificate programs are NOT eligible for Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal

Occurs when a student contacts the Director of Student Services or the Director of Administration (verbally or in writing) to withdraw. The date the notification is received, is the date of withdraw. The Director of Financial Aid will then be notified and must begin the withdrawal process. The student's last day of attendance will be used in the return to Title IV calculation.

Unofficial Withdrawal

Occurs when a student leaves the school without notice and/or when he/she is not meeting satisfactory academic progress. **A student's withdrawal date is their last date of physical attendance. Their date of determination is within 14 days after they cease attendance. Aid received prior to the determination date is aid that could have been disbursed.** If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

DSDT is a clock-hour program school, and the percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

Unearned Title IV funds are the amount of grant and loan assistance awarded under Title IV that have not been earned by the student and must be returned to their respective program. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. For example, if you complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive.

If the resulting percentage is greater than 60% a student is considered to have earned all aid.

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Post-Withdrawal Disbursement

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Post-withdrawal disbursements must be made within 45 days.

If any federal loan funds are due in a post-withdrawal disbursement, they must be offered to the student within 30 days of withdrawal and the school must receive the student's authorization before crediting their account.

The student is required to respond within 14 days to the email notice and state whether they accept or reject the disbursement. If DSDT does not hear back from the student, we will return the funds.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Overpayment

Any amount of unearned grant funds that you must return is called overpayment.

Occasionally and R2T4 results in an overpayment that a student is required to return to a grant or loan program. Grant over payments of \$50 or less do not have to be returned.

A student who owes an overpayment remains eligible for Title IV, HEA program funds during and beyond 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the school;
- Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his/ her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

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At any time the student fails to meet the terms of the repayment agreement with the school:

- The student chooses to enter into a repayment agreement with the Department.
- The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

Credit Balance

If a credit balance still exists on the student's account after the R2T4 calculations and institutional refund calculations are done, any credit balance remaining on a student account must be used to pay a grant overpayment that exists prior to offering any grant overpayment that exists within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

If you, your parent, or DSDT receives on your behalf excess Title IV program funds that must be returned, DSDT must return a portion of the excess funds equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds

DSDT must return this amount of your Title IV program funds. If DSDT is not required to return all the excess funds, you may be required to return the remaining amount.

Funds that are returned to the federal government are used to reduce your outstanding balances of your Title IV program funds.

Financial aid returned by you, your parent, or DSDT must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal PELL Grant
5. Iraq and Afghanistan Service Grant

The requirements for Title IV program funds when you withdraw are separate from DSDT's institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. DSDT may still charge you for any Title IV program funds that the school was required to return.

Student Signature

Date