



Return to Title IV Funds Policy

Conditions: Financial Aid Services is required to calculate a Return to Title IV Funds on all students who completely withdraw from all of their classes, officially or unofficially. This process also requires a review of students who receive all “F” grades to determine if they attended and earned the failing grades or did not attend and did not officially withdraw.

Determination of Withdrawal Date: Prior to calculation of the Return to Title IV Funds, USF will determine the students last date of attendance/participation using the following methods:

Course work performed in a classroom: Financial Aid Services via the USF Registrar’s Office will contact each instructor and ask the instructor to provide a last date of attendance in affected classes. This can be comprised to actual attendance, homework assignments or tests.

On-line coursework: Financial Aid Services via the USF Instructional Technology department will verify the last date of attendance through electronic records that records the student’s engagement/participation in the class.

Determination of earned/unearned assistance: If it is determined that the student participated greater than 60% of the semester in question, the student is entitled to retain all Title IV assistance for that semester. Although Title IV assistance is credited at the beginning of the semester, students earn their assistance on a calendar day basis—this includes weekends, holidays and breaks of less than five (5) consecutive days.

If the student exits USF prior to the 60% period, any unearned assistance must be returned to the Federal programs as specified below. Unearned assistance is the amount of disbursed assistance that exceeds the amount the student has earned through attendance/participation in classes.

The steps followed for Return to Title IV are as follows:

Step 1 – determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

