



2021-2022

Financial Aid Handbook

Contact Information for Financial Aid:

Location and Hours

4005 Menchaca Rd, Austin, TX 78704

Monday – Friday: 8:30 a.m.–5:30 p.m.

512.444.8082, EXT 107

FAX: 512.444.6345

Email: faid@thsu.edu

Information concerning financial aid is regularly posted on the financial aid Web page at <https://thsu.edu/financial-aid/>.

GENERAL INFORMATION

Financial Aid Programs provide financial assistance to students, who, without such assistance would be unable to meet educational costs at Texas Health and Science University.

The Financial Aid Office will provide as much support as possible to students who need assistance to attend THSU. Any student who has been accepted for admission to the University or who is presently enrolled in the University and is in good standing is eligible to apply for financial assistance. The primary responsibility of meeting educational costs lies with the student and the student's spouse (if married). Financial aid can often fill the gap between the expected family contribution and the cost of education.

Texas Health and Science University is approved to participate in various federal financial assistance programs, including the Federal Assistance options administered by the U.S. Department of Education under Title IV Student Aid Programs. Federal Pell Grants are available for undergraduate (less than 90 credits) students who have not earned a bachelor's or professional degree, and who show substantial need. Additionally, THSU is also qualified to process and accept benefits on behalf of veterans.

Financial aid programs can be placed into four categories:

1. Grants
2. Loans
3. Employment
4. Scholarships

Applying for Financial Aid

The first step in qualifying for federal financial aid is filling out the Free Application for Federal Student Aid ([FAFSA](#)). This is necessary to be eligible for all federal grants, loans, and work-study programs.

STEP I

Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. A new FAFSA must be completed each academic year. The Financial Aid Office highly recommends using the IRS Data Retrieval Tool to import income information into your FAFSA.

Accuracy is very important—mistakes will delay processing.

The THSU Federal School code is: 031795

STEP II

After completing the FAFSA, the Financial Aid Office will receive your FAFSA within 3-5 business days. If you have been accepted to THSU and there are no issues with your FAFSA that must be resolved, you will receive an electronic award notification. Please review the documents and electronically sign them as soon as possible. If there are issues with your FAFSA, or if the data you provided requires documentation, you will receive an email from the financial aid office with instructions on how to correct the FAFSA, or how to complete the required verification forms. All corrections and required verification forms must be submitted within 10 days upon the receipt of the email from thsu.edu.

STEP III

Accept or decline the financial notification that is sent from faid@thsu.edu.

STEP IV

If you accept the loans on your award letter, you will receive an email from faid@thsu.edu with instructions on how to complete the requirements for the [Master Promissory Note \(MPN\)](#) and [Loan Entrance Counseling](#). THSU can't receive your loan proceeds until the requirements are complete.

STEP V

Financial aid, from all sources, will be posted to your account in the business office if you authorized the university to post aid to your account. You can monitor your student account by clicking on the financial aid link in Orbund.

STEP VI

Financial aid funds that are remaining after all account charges are paid will be issued as a credit balance refund to the student. All refunds are issued by paper check. The university will send refund recipients an email when the check is ready to pick up. Any refund not picked up within three weeks will be mailed to the students' most recent address.

ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, students must meet ALL of the following general eligibility requirements as defined by the U.S. Department of Education:

1. Be a U.S. citizen or an eligible non-citizen.
2. Hold a GED or high school diploma recognized by a State agency that shows the completion date, or:
 - ✓ DD214 clearly states that the student is a high school graduate or equivalent.
 - ✓ Documentation that the student completed a two-year program accepted for either full credit towards a bachelor's degree or admission into a graduate or professional program of study.
 - ✓ If home-schooled, a transcript signed by the parent documenting the successful completion of secondary education or a secondary completion credential for homeschool provided by state law.
3. Demonstrate financial need.
4. Attend a school that participates in one or more of the financial aid programs.
5. Be enrolled in an eligible program.
6. Be working toward a degree, certificate, or a transferable program.
7. Meet the satisfactory academic progress standards as defined by THSU's Satisfactory Academic Progress Policy, each semester.
8. Does not owe a refund on any Title IV Federal Pell Grant, Federal Supplemental Educational Grant, Federal Leveraging Educational Assistance Program Grant, or any other Higher Education Grant program at any institution previously attended.
9. Not in default on any Title IV Federal Perkins Loan, Federal Stafford Student Loan, Federal Parent Loan for Undergraduate Students, Federal Supplemental Loan to Students, or any other Higher Education Act Loan Program received at any institution.

Denial of Financial Aid

A student may be denied financial assistance for several reasons: ***incomplete applications, defaulted federal loans, Pell overpayment, reaching Pell lifetime usage limit, reaching Subsidized usage limit, or failure to maintain satisfactory academic progress.***

Students can receive aid from only one institution per semester; as a result, *aid could be denied and repayment required if aid is disbursed at more than one institution.*

Any student denied financial aid will be responsible for all charges on their account even if aid had previously been paid to them. A refund of previously disbursed aid that is reversed would increase the balance owed on the account. In some cases, a reduction of financial aid occurs, instead of a complete reversal of aid, and the total amount of final funding is enough to cover the account balance.

TYPES OF FINANCIAL AID AVAILABLE AT THSU

THSU offers financial assistance in the form of federal grants, student loans, and work-study. The amount of the award will depend greatly on the financial need as established by the U.S. Department of Education.

GRANTS

The various grants that are available at THSU are explained below. Certain grants require specific enrollment levels.

Federal Pell Grant (PELL)

The Federal Pell Grant is designed to provide financial assistance to undergraduate students. It is considered the "cornerstone" of the financial aid award and may be combined with other forms of aid to help meet the costs of education. The award amounts range from \$661 to \$6,495, and are based on enrollment level, the cost of education, and the Expected Family Contribution (EFC).

Pell Grants are awarded at full-time amounts on the initial financial aid notification, but adjusted up to the 12th class day, based on student enrollment at the following levels:

- ✓ Less than 6 credit hours=25% of Pell
- ✓ 6–8 credit hours=50% of Pell amount awarded
- ✓ 9–11 hours=75% of Pell amount awarded
- ✓ 12 or more hours=100% of Pell amount awarded

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the

the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. Students that are close to their maximum amount of Pell funding, will be awarded appropriately and monitored closely to ensure they are only awarded up to their 600%. Students will be notified of being at or near the limit on their Student Aid Report received after completing the FAFSA. Students are encouraged to take 15 credits per term to avoid meeting the 600% maximum Pell grant and to lower student loan borrowing.

Supplemental Educational Opportunity Grant (SEOG)

This federal grant is a smaller grant that is available to Pell-eligible students. The grant is awarded to full-time and part-time students based on the following Expected Family Contribution (EFC).

EFC		SEOG (per term)
0		125.00
1-2000		100.00
2001-4000		75.00
4001-5846		50.00

In compliance with the Federal Student Aid Handbook, Texas Health and Science University (THSU) Financial Aid has determined its FSEOG funds will be awarded to students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year. The U.S. Department of Education will determine the total funds available each year. It is the policy at THSU that FSEOG funds will be awarded to zero EFC's first. There is no deadline to complete the FAFSA because THSU enrolls students continuously on a trimester basis.

When FSEOG funds become depleted, the Financial Aid Office will stop awarding FSEOG for the award year.

FEDERAL DIRECT STUDENT LOANS

The educational loans that are available at THSU are explained below. Student and parent loans were established to assist students in meeting their educational costs. Most loans available are long-term, low-interest loans. No loan may be made to someone who indicates an unwillingness to repay the loan. A prior default or delinquency on a loan *OR* an established history of non-payment of debts may be taken as evidence of an unwillingness to repay the loan. All loan funds are provided by the Department of Education through the Stafford Direct Loan Program.

Student Loans

Subsidized Federal Direct Loan

Subsidized Loans are need-based and awards are made after a financial need is calculated using the COA, EFC, and other financial assistance posted on Apache Access. Interest starts to accrue once the grace period begins (6 months after graduation or a student is no longer enrolled at least half time in an eligible program). Direct Subsidized Loans for undergraduates with a first disbursement date between July 1, 2020, and June 30, 2021, are fixed at 2.75%.

Unsubsidized Federal Direct Loan

Unsubsidized Loans are non-need-based, meaning they can be awarded to almost any student. Interest begins to accrue once the loan is fully disbursed. Direct Unsubsidized Loans for undergraduates with a first disbursement date between July 1, 2020, and June 30, 2021, is fixed at 2.75%.

Terms of the Loan:

1. Monthly payments begin 180 days after the student is no longer enrolled in college at least half-time.
2. The minimum payment will be \$50 per month. The payment could be larger, depending on the size of the loan debt.
3. The Direct Loan Program charges an origination fee.

All students who accept loans must complete entrance loan counseling, annual student loan acknowledgment, and a masterpromissory note. The purpose of the entrance counseling is to provide students with important information regarding their rights and responsibilities as student loan borrowers, managing their education expenses, and other financial resources. It is completed online and takes approximately 30 minutes. The Annual Student Loan Acknowledgement informs the borrower of total loan debt at the time of completion. The Master Promissory Note (MPN) is a legal document in which the student promises to repay their loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of Direct Loan(s). The entire MPN process must be completed in a single session and generally takes approximately 30 minutes to complete.

Loan facts that you should know:

1. Student must maintain a minimum of six (6) hours (undergraduate) and (8) hours (graduate) to be eligible for disbursement.
2. If a student registers below the minimum number of required hours, the student loan will not disburse.

- 3. Loan funds are disbursed in two installments. Students indicating, they will be attending for the fall and spring usually have one disbursement in the Fall and the other in the Spring.
- 4. Students considered first-time borrowers will have their initial loan disbursement delayed until thirty (30) days after the first official class day.
- 5. Students who have received loans must complete EXIT LOAN COUNSELING, and the Grace period will begin if the following occurs:
 - ✓ student withdraws from the university
 - ✓ student drops below the required number of credits for an undergraduate or graduate
 - ✓ student does not return for a subsequent semester
 - ✓ student graduated and does not continue to another degree program

Maximum Loan Amounts:

Undergraduate Level-Dependent Students

(Except students whose parents were denied Parent Plus Loans)

	Base*	Additional*
Year 3 (Junior: 60-89 credits)	\$5,500	\$2,000
Year 4 (Senior: 90+ credits)	\$5,500	\$2,000

*Base amount may be either subsidized or unsubsidized as determined by student's eligibility on the FAFSA.

**Additional amount will be unsubsidized.

Undergraduate Level - Independent Students and Dependent Students Whose Parents were Denied PLUS

	Base*	Additional*
Year 3 (Junior: 60-89 credits)	\$5,500	\$7,000
Year 4 (Senior: 90+ credits)	\$5,500	\$7,000

*Base amount may be either subsidized or unsubsidized as determined by student's eligibility on the FAFSA.

**Additional amount will be unsubsidized.

Graduate/Doctoral Level

Each year: \$20,500 and entirely unsubsidized.

Aggregate Loan Limits for Federal Direct Student Loans

Dependent Undergraduate	\$31,000 <i>(No more than \$23,000 of this amount may be in subsidized loans.)</i>
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Independent Undergraduate or Dependent Undergraduate with PLUS Denial	\$57,500 <i>(No more than \$23,000 of this amount may be in subsidized loans.)</i>
Graduate/Doctoral (Includes loans received for Undergraduate Study)	\$138,500

Exit Loan Counseling

Students who have received loans must complete **EXIT LOAN COUNSELING**, and the Grace period will begin if the following occurs:

- ✓ student withdraws from the university
- ✓ student drops below the required number of credits for an undergraduate or graduate
- ✓ student does not return for a subsequent semester
- ✓ student graduated and does not continue to another degree program

Exit Counseling provides loan repayment, grace period, and billing options information, and collects updated borrower information as required by the federal government. Exit counseling is mandatory because it is a federal law and a condition of receiving a federally funded student loan. Exit Counseling will take approximately 30 minutes to complete and is completed online.

Parent Loans

Federal Parent Loans for Undergraduate Students (PLUS)

Parents of a dependent undergraduate student may borrow funds under this loan program on behalf of the student. Parents can borrow up to the cost of education minus other financial aid the student receives. Parents must have a good credit history to qualify. Parent PLUS Loans with a first disbursement date between July 1, 2020, and June 30, 2021, is fixed at 4.53%. Payments begin within sixty (60) days from the date of final disbursement, with a \$50 minimum payment per month. The parent borrower may prepay the whole or any part of the loan at any time without penalty *OR* may defer payments of the principal if the student is attending school full-time. Please note that although the principal may be deferred, the interest continues to accrue or must be paid.

Parents must complete a separate application at <https://studentaid.gov/plus-app/>. Once approval notification is received by Financial Aid Office, the PLUS loan award is made and the parent must complete an Annual Loan Acknowledgement and a Master Promissory Note. Refunds of the PLUS loan will be disbursed to the student unless otherwise specified by the parent. Refunds to the parent are processed as a paper check by the bookkeeper. If a parent is denied the PLUS loan, the student will have their unsubsidized loan increased up to an additional \$4,000.

Repayment

Repayment of student loans begins after you graduate, leave school, or drop below half-time enrollment. Each loan receives a one-time, six-month grace period. During this time, students will receive repayment information from their loan servicer and will be notified when their first payment is due. Payments are usually monthly with a minimum payment of \$50, however, payments may be larger depending on the size of each student's loan debt.

The Direct Loan Program offers several payment plans to fit the different needs of individual borrowers. Generally, students have 10 to 25 years to repay their student loans, depending on the repayment plan they chose. Contact your loan servicer if you are having trouble making payments on your loan or for more information on payment plans.

Loan Default and Consequences

1. The student's default will be reported to a credit bureau and affect the future ability to borrow.
2. The loan holder may institute legal action to force repayment of the loan.
3. The student will not be eligible to receive financial assistance from any Title IV Programs (including Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct Stafford Loan, Federal PLUS loan).
4. The student's eligibility for repayment options and benefits such as deferment and/or interest benefits will no longer be available.
5. The student's state and/or federal income tax refunds will be withheld.
6. The student's job wages will be garnished.
7. The student will be liable for all costs associated with the collection of the loan.

Default Resolution

For students who have defaulted on their student loans, there may be a second chance to receive Title IV financial aid. The 1992 Reauthorization Act has made provisions for students who make satisfactory payments on their defaulted student loans to participate in the Loan Rehabilitation Program. The student must contact the Department of Education and make satisfactory payments for a period determined by them (usually 6–12 months). After the borrower has completed this payment schedule, he or she may again be eligible for financial aid.

All inquiries about the Loan Rehabilitation Program should be made to the Department of Education.

U.S. Department of Education
Student Financial Assistance Programs
P. O. Box 4222
Iowa City, Iowa 52245
1–800–621–3115
DCS_HELP@ed.gov

Employment

Many students work to earn part of the aid that covers their educational expenses while they are attending school. There are several programs at THSU that enable a student to work on campus (there are a few positions available off-campus). Interested students must fill out a student worker application. A list of student jobs available at THSU is posted on the THSU website and internal job board.

Federal Work-Study Program (FWS)

The FWS Program is a federal campus-based aid program that provides part-time employment for students who have financial need. Students working in on-campus positions are paid at least minimum wage; those in off-campus positions to meet community service requirements are paid at a higher rate. The student may work no more than 25 hours per week. The amount the student can earn in a year is determined by the amount of financial need after other aid is awarded. Students are paid on the 1st and 15th of each month. THSU is required to place seven percent (7%) of work-study funds toward community service employment. A student must meet satisfactory academic progress standards to continue to participate in the federal work-study program. This program is only offered during the fall, spring, and summer terms.

Institutional Work-Study Program (IWS)

The IWS Program is a part-time employment program for THSU students. Students do not have to show financial need to work under this program. Students are paid at least minimum wage and work no more than 20 hours per week. Students are paid on the 1st and 15th of each month and are subject to the Satisfactory Academic Progress standards.

VERIFICATION POLICIES

THSU verifies all files selected by the Department of Education and additional files selected by the financial aid department. The additional files selected for verification by the institution can be based upon but are not limited to the following criteria:

- ✓ Estimated taxes
- ✓ Dependency status answers appear incorrect
- ✓ Inconsistent information
- ✓ Information identified by the Department of Education

Documentation required for verification may include one or more of the following:

- ✓ Verification worksheet
- ✓ All students and parents signed Tax Returns or IRS Tax Transcripts or IRS Verification of Non-Filer Forms
- ✓ All student and parent W2 Forms or IRS Wage & Income Transcripts.
- ✓ Additional items may also be required if circumstances deem necessary:
- ✓ IRS Tax Account Transcript for amended tax returns
- ✓ Social Security card, driver's license, or name change letter
- ✓ TANF and Social Security Benefit statements
- ✓ Child Support documentation
- ✓ Low-income verification worksheet
- ✓ Any other documentation relevant to reported items

All required verification items must be received no later than ten working days before the end of the award period (end of semester=last day of finals). Students who fail to meet this deadline will not be funded until the following semester. Students are also made aware of the verification requirements posted on the THSU website.

All verification items are checked for accuracy according to documentation acquired and corrections are made to the FAFSA, if necessary. Corrections are made electronically and may require a student action and should be processed within 5-10 business days. No awards are made to students until this process is complete. For quality assurance purposes, some students' records will be audited after awarding/disbursement. If corrections of audit issues are found to result in a change to the EFC, the awards/disbursement amount(s) will be adjusted accordingly.

AWARDING AND PAYMENT POLICIES

Financial need is calculated by the Financial Aid office, using the formula established by the U.S. Department of Education. A Cost of Attendance (COA) budget is set for each student based on information obtained from the student's FAFSA and the enrollment status reported in Orbund. Financial need is determined by taking the COA and subtracting the student's EFC and any other resources.

COA-EFC = Financial Need

Once eligibility and financial need have been established (and after verification, if selected), students will be awarded financial aid if they have been accepted. Students are awarded their maximum eligibility using a combination of various types of aid from different resources to meet the financial need of the student. THSU maintains the policy of making awards in the following order:

- Grants (undergraduate)
- Student Loans (undergraduate and graduate)
- Work-Study (awarded only after the student has secured a work-study position). The program is available to both undergraduate and graduate students.

All financial aid funding amounts are frozen as of the 12th day of class; anyone awarded and paid after this date will be funded based on their enrollment at the time of disbursement. Decreasing the number of credit hours could lead to an overpayment. For example, if the student was disbursed a \$3248.00 Pell grant for full-time on the first day of class, and then reduced credits to half-time before the 12th day of class, the student will have an over-award in the amount of \$1624.00 that the student is required to repay.

Payment of loans is determined by the student's enrollment at the time of the disbursement. Any credit hours added after the disbursement will not affect the loan award amount since loan funds disburse at a minimum of 6 credit hours for an undergraduate student, and 8 credit hours for a graduate student. Courses not considered in financial aid funding include:

- ✓ Courses are taken for audit
- ✓ Courses for which a grade of "W" or "I" is received (THSU allows for a one-time repeat of classes that the student fails or withdraws)
- ✓ Credit hours earned by examination
- ✓ Continuing Education courses
- ✓ Courses are taken as a high school student
- ✓ Students must begin attendance in their class(es) to be funded with financial aid. Failure to attend class will result in the class (es) being dropped which will reduce financial aid payments if the enrollment level changes. Instructors are required to report students that have never attended by the 12th class day
- ✓ Courses in which a student has successfully earned a grade (one-time repeat is allowed for courses where the student earning a passing grade of "D" or "F")

Example 1:	Fall 2020	Anatomy	Earned D or F	
	Spring 2021	Anatomy	Pass	(1 st repeat – eligible for financial aid funding)
Example 2:	Fall 2020	Anatomy	Earned D (fall 2020)	(2 nd repeat – not eligible for financial aid funding)
	Spring 2021		Earned F (spring 2020)	
	Summer 2021	Anatomy		(3 rd repeat- not eligible for financial aid funding)

FINANCIAL AID DISBURSEMENT

Financial aid initially credits to student accounts up to 14 calendar days before the start of the term. By crediting the funds to the accounts before the start of the term, THSU can deliver credit balance refunds to students shortly after the term to cover the purchase of textbooks. Classes for which a student was reported as a no-show will be dropped and result in a reduction or full cancelation of financial aid if the student withdraws from all registered courses. Enrolled hours used for financial aid funding will be frozen on the 12th class day. Students must register for all classes at the beginning of the 15-week term.

FINANCIAL AID REFUNDS

Financial Aid refunds are issued on a rolling basis during each semester, with the initial release approximately 5 days after classes begin.

Military Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

THSU is approved by the Texas Veteran's Commission for the training of veterans and other eligible persons.

Veteran Services we can assist are:

- ✓ [Post 9/11 GI bill](#)
- ✓ [Montgomery GI bill Active](#)
- ✓ [Survivor's and Dependents' Educational Assistance Program](#)
- ✓ [National Call to Service Program](#)
- ✓ [Veterans Readiness and Employment](#)
- ✓ Forever GI Bill – Harry W. Colmery Veterans Educational Assistance Act – The president signed into law the [Harry W. Colmery Veterans Educational Assistance Act](#) also known as the “Forever GI Bill,” which will bring significant changes to Veterans education benefits. The law is named after the American Legion national commander who wrote the original GI Bill language in 1944 and will allow more Veterans to use the GI Bill and more time to use it. Some of the changes will go into effect immediately, and some are written to go into effect shortly after. Some new provisions that go into effect immediately include:

The 15-year time limitation for using Post-9/11 GI Bill benefits is eliminated for Veterans who left active duty on or after January 1, 2013, and qualifying dependents (Fry children who became eligible on or after January 1, 2013, and all Fry spouses).

Reservists who had eligibility under the Reserve Educational Assistance Program (REAP) and lost it due to the program sunset provision will have that service credited toward the Post-9/11 GI Bill program.

Certain work-study is permanently authorized; previously it had to be re-approved by Congress every few years.

The Vet Success on Campus program will be available to students across the country

VA will help Veterans to more clearly identify schools that offer them priority enrollment

The majority of the changes enhance or expand education benefits for Veterans, Service members, Families, and Survivors. Simple breakdowns to a portion of the provisions can be found [here](#).

Financial aid is available for those who qualify. To receive Veteran's Benefits, the veteran must first establish his/her eligibility with the VA directly. [Click Here](#) to visit. Once eligibility has been established, THSU will certify the veteran's enrollment.

Military Tuition Assistance (TA) for Active Military

[Military Tuition Assistance \(TA\)](#) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, **Texas Health and Science University** will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch. Instances when a Service member stops attending due to a military service obligation, **Texas Health and Science University** will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

WITHDRAWING FROM CLASS

THSU allows students to withdraw from the University when necessary subject to the following terms and conditions:

- ✓ **Materials:** Once purchased, books and other materials are the property of the student. The University does not accept material returns and makes no refunds for materials.
- ✓ **Program Withdrawals:** Any student wishing to withdraw from the University must contact the Registrar to complete the withdrawal process. This process must be completed in writing or via email and cannot be done by telephone.

Students who do not complete the withdrawal process by the appropriate deadline will be assigned an earned “F” grade in each of their classes.

Refund Policy

Day of the Semester Calendar	Refund Amount
Prior to the first day	100%
First through fifth days	80%
Sixth through tenth days	70%
Eleventh through fifteenth days	50%
Sixteenth through twentieth days	25%
After the twentieth day	No refund

Notice to Recipients of Federal Financial Aid, VA, and other Third-Party Assistance: Per federal guidelines, students who receive financial assistance and withdraw from any or all of their coursework may have some or all of their assistance returned to the original funding sources if the disbursement of funds has occurred. Students who have received their funding and withdraw will not receive any refunds until after the full loan amounts have been returned to the original funding source. Students in this situation may owe a balance to the University. In addition, students who completely withdraw from all their coursework during a trimester may jeopardize their eligibility for future financial assistance through the University

Return to Title IV (R2T4) Policy for Financial Aid Recipients Withdrawing from the University

The US Department of Education requires institutions to apply the Return to Title IV Funds (RT4) policy for students withdrawing from a University who receive Title IV financial aid. The Title IV programs at Texas Health and Science University (THSU) include Federal Pell Grants, Federal SEOG, Iraq and Afghanistan Service Grants, Direct Loans, and Direct Plus Loans. The R2T4 (Return of Title IV Funds) policy is separate from any other program at THSU. When students withdraw, the institution must complete the R2T4 form to determine if funds must be returned to the Title IV programs.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws before the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the appropriate programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money.

NOTE: Students who fail to earn a passing grade due to ceasing attendance before the 60% point will be considered an “unofficial” withdrawal and will be subject to Return of Title IV Regulations.

Post Withdrawal Disbursement

If the student did not receive all the funds that could have been earned before withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must permit them before the funds can be disbursed. THSU may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

Documenting Attendance

Before processing a Return to Title IV Funds, the University must verify the student began attendance in all classes used to determine financial aid eligibility. The Financial Aid Office will verify all attendance with the Registrar and/or faculty. If a faculty member indicates that a student never attended, the University will first adjust the disbursed aid if there is a resulting change in eligibility and then calculate the Return of Title IV Funds. As a result, the student may end up owing THSU for the amount of unearned aid. If the student never attended any classes, all aid will be canceled and the student will be billed for all outstanding charges.

Determining Earned Aid

Though aid is posted to accounts at the start of each semester, students earn the funds as they complete the semester. Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. THSU is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds above the amount earned which the student has already received.

If a student withdraws during the enrollment period, the amount of Title IV program assistance earned up to that point is determined by a specific formula. If students received less assistance than the amount they earned, they may be able to receive those funds. Conversely, if students received more assistance than they earned, the excess funds must be returned by THSU.

When a student receiving Federal Title IV financial aid withdraws from THSU during the enrollment period, the amount of the Title IV funds (not including Federal Work-Study) that the student earned during the enrollment period is calculated as of the student's withdrawal date.

Title IV funds are earned daily up to the 60 percent point in the enrollment period. Title IV funds are 100 percent earned if the withdrawal date is after the 60 percent point in that period.

If students withdraw from THSU before or on the 60% point of the semester, THSU is required to determine the portion of the aid disbursed that was "earned" by the student before the withdrawal date. The "unearned" Title IV funds must be returned to the respective federal aid programs.

Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned based on attendance in the enrollment period.

For example: If \$1000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, \$700 of the aid is unearned and needs to be returned to one of the Title IV programs.

The following formula is used to determine the percentage of unearned aid that must be returned to the federal government:

- ✓ The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long)

- ✓ The payment period is the entire semester.
- ✓ The percent unearned is equal to 100% minus the percent earned.

Order of Aid to be Returned

Returned Title IV Funds at THSU are allocated in the following order:

- ✓ Direct Unsubsidized Loans Direct Loans (subsidized)
- ✓ Direct PLUS Loans (Graduate student)
- ✓ Direct PLUS Loans (Parent)
- ✓ Federal Pell Grant
- ✓ Federal SEOG
- ✓ Iraq Afghanistan Service Grant
- ✓ Other Federal Sources of aid

If a credit balance exists after returning required Title IV funds, the balance will be returned to other private sources.

Grant Overpayment

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with THSU or the U.S. Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

Notification to student

If a Return of Title IV calculation determines that a student owes money to the Department of Education, that student is considered to have received an overpayment. The student will be sent a letter notifying them of the balance that they owe. Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified by the financial aid department. During the 45 days, students will remain eligible for Title IV funds. However, if no action is taken by the student within 45 days of being notified, THSU will notify the U.S. Department of Education of the student's overpayment situation. The student would no longer be eligible for Title IV funds until he or she enters into a satisfactory repayment agreement with the U.S. Department of Education.

U.S. Department of Education Student Financial Assistance Programs

P. O. Box 4222

Iowa City, Iowa 52245

1-800-621-3115

DCS_HELP@ed.gov

Unofficial withdrawals

Title IV aid recipients who fail to withdraw and stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires THSU to calculate the "earned" amount based on documentation of education-related activity or the last day of attendance of the semester for financial aid recipients who did not have any passing grades. If the student stopped attending before the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Unofficial withdrawals are processed within 30 days of determining the student was an unofficial withdrawal.

Satisfactory Academic Progress for Degree-Granting Programs

Satisfactory Academic Progress (SAP) is the College's standard used to define successful completion of coursework, for purposes of institutional assessment, and to determine eligibility for student financial aid. Federal regulations require the College to establish, publish and apply standards to monitor student progress toward completion of their degree program. If the student fails to meet these standards, the student will be placed on Academic Warning, Academic Probation, or Academic Suspension, as defined below:

Satisfactory Academic Progress: Students must maintain at least a 2.0 GPA on a 4.0 scale and complete 67% of the credit hours for which they register and must graduate within 1.5 times the scheduled curriculum of

- ✓ six (6) trimesters in the Bachelor of Science degree program
- ✓ six (6) trimesters in the Bachelor of Business Administration degree program
- ✓ fifteen (15) semesters in the Master of Acupuncture with a Chinese Herbal Specialization program
- ✓ six (6) trimesters in the Master of Business Administration
- ✓ seven (7) trimesters in the Master of Business Administration Healthcare Management

Academic Warning: Students who fail to maintain a GPA of 2.0 or above or do not complete 67% of the credit hours for which they registered at any time will be placed on Academic Warning by the Registrar. The student and the Financial Aid Officer will be given written notice and the student will remain eligible for federal financial aid for that semester. At the end of the semester, the student's academic progress will be evaluated to determine if the student has remedied the Academic Warning or if the student will be placed on Academic Probation.

Academic Probation: Students on Academic Warning who fail to maintain a GPA of at least 2.0 or do not complete 67% of the credit hours for

which they registered are given written notice, placed on Academic Probation, and required to develop an *Action Plan* with the Academic Dean for remediation before being allowed to continue classes for the semester. The written notice of Academic Probation should be provided after the final grades for the semester are calculated.

Academic Suspension: Students on Academic Probation who fail to maintain a GPA of at least 2.0 or do not complete 67% of the credit hours for which they registered are suspended and must sit out the next two (2) semesters, and must appeal before being readmitted. These students are **not** eligible for federal financial aid and will have all awards suspended.

For additional information, please see the THSU Student Handbooks for [Austin](#) and [San Antonio](#).