

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal from the University (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal and state financial aid.

Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of Title IV aid (Pell Grant, SEOG, Stafford loans, PLUS loans) earned by the student for their attendance up to the date of withdrawal.

The official withdrawal process begins with the completion of an official Petition to Withdraw Form that is available in Enrollment Services. Please contact Enrollment Services for further details of the process.

Unofficial withdrawals encompass those students who fail to initiate and/or complete the official withdrawal process as noted above and have ceased attendance.

Ceasing to attend class without proper notification to Enrollment Services will result in an unofficial withdrawal and a return calculation will be performed to determine the amount of Title IV aid earned and the amount to be returned to the Title IV programs. The student is responsible for any resulting balance owed to the University.

Important Time Frames to be aware of:

The return calculation must be completed by the Financial Aid Office within 45 Calendar days from the date of Determination, which is the date the Registrar's office determine the student withdrew.

In the Financial Aid office it is our policy to complete any return calculations (R2T4's) within one week of receiving the Withdraw paper work from the Registrar's Office (assuming the week would not exceed 45 beyond the Date of Determination in which case they will be processed immediately). Once the return calculation is complete with the US Department of Education (on FAAAccess) the Financial Aid office will notify the student immediately by email of any changes in aid and what aid may be being returned to the Department of Education.

The Financial Aid Office will notify the student within 30 Calendar days from the date of Determination of any Post Withdraw funds that may be available. The student will have 14 days after notification to contact the Financial Aid Office to let us know if they want the Post Withdraw disbursement.

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The school has 14 Days to return funds after the return (R2T4) calculation is completed.

Once a return calculation has been completed and the amount of aid earned is determined aid should be returned to the US Department of Education in this order:

- a. Unsubsidized Direct Loans
- b. Subsidized Direct Loans
- c. Perkins Loan
- d. PLUS
- e. Pell Grant
- f. SEOG

Steps The Financial Aid Office will take to complete a return calculation:

1. Review Withdraw/ Leave of Absence paperwork to determine the type of withdraw:
 - a. Never Attended
 - b. Attended No Aid
 - c. Attended Aid Processed
2. Review and check the time frames: Date of Determination, Date the form was received, and the withdraw date (last date of academically related activity)
3. Review file to be sure verification has been completed. If verification can be completed and had not been it needs to be completed.
4. Review Enrollment Status. If Enrollment Status has changed, adjust the aid before completing the return calculation (R2T4).
5. Determine which calendar to use for the return calculation (R2T4): Fall, Spring, Summer.
6. Check to see if loans have been accepted, originated, or disbursed.
7. Review Student Bursar and charges up to the date of withdraw.
 - a. Charges used: Tuition, program fees, class/lab fees, student service fee, general fee, Room (charged by university), Board (charged by University).
 - b. Fees NOT considered: Health insurance, New Student Fee, fines
8. Enter Charges from the Bursar in the table to complete return calculation (R2T4) on FAAccess.

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- a. Add Tuition and Fees together and enter into 'Tuition' box.

Note: Student Accounts may prorate the charges retroactively as allowed by Federal Regulations. The amount of aid determined that a student can keep within the calculation is not effected by the institutional charges. Per Reference DCL 00-24, CFR (668.22 (a), 66/.22(1)(4)).

9. Use the information gathered above to enter and complete the Return calculation (R2T4) on FAACcess.
10. Complete an internal Return of Funds request immediately following the completion of the return calculation (R2T4) as funds are required to be returned within 14 calendar days.
11. Send email notification to student in their Lancermail or other provided email of the calculation results and funds being returned.