



RETURN TO TITLE IV (R2T4) POLICY

Withdrawals and Return To Title IV (R2T4): When a student withdraws or their enrollment is otherwise terminated, the school the amount of Federal Title IV financial aid that must be returned to the Federal Student Aid Programs as required. This process is referred to as “Return to Title IV” (R2T4).

If a student officially withdraws, the date that they requested the withdrawal is used. Form is sent via DocuSign for the student and Registrar to sign. Students may withdraw from a program at any time.

In the event that circumstances beyond the student’s control make it necessary for withdrawal the student must consult with the Assistant Dean and/or Registrar and complete a Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

The institution will determine the withdrawal date for a student who unofficially withdraws by the last date that a student was marked as present (last date of attendance) will be used as their withdrawal date.

In the event that the school officially withdraws a student from school the School Dean, Assistant Dean, and/or Registrar must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy. Please also refer to the 14 Non - Attendance Expulsion Policy.

Students will be notified in writing seven days in advance of a SFFS intention to terminate. The student may at that time request an appeal, which will be heard by the program director and director of education. SFFS reserves the right to terminate a student immediately if circumstances warrant. Terminated students may, after a period of one year, apply for readmission to the school. If their application is approved, such students may be re-admitted on a probationary basis.

Title IV funds earned by a student based on the student’s withdrawal date: REFUND PAYMENTS, REFUND EXAMPLE AND RIGHT TO RECOVERY OF TUITION.

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal or involuntary withdrawal. Student refunds will be mailed to the student’s local address maintained by SF Film School. Students must submit a change of address form if they change their address.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid

from the student financial aid programs funds, if there is a balance. Refunds for students who receive financial aid are first paid to the financial aid source, and if there is a remaining balance due, then the student is responsible for paying the remaining balance in full.

SFFS does not have a petition pending in bankruptcy, is not operating as a debtor in possession, has not filed a petition in the last five years, and has not had a petition filed against it within the preceding five years.

**ASSOCIATES OF APPLIED SCIENCE AND PROFESSIONAL CERTIFICATE PROGRAM
REFUNDS**

All refunds are based on the amount the student has paid per semester. Refund amounts will be calculated according to the below charts and in accordance with all Department of Education and Veterans Affairs rules and regulations.

Withdrawal	Percentage of refund
Before or during weeks 1 - 2	100%
During weeks 3 - 4	90%
During weeks 5 - 6	75%
During weeks 7 - 8	50%
During weeks 9	40%
During weeks 10 - 15	0%

Students are entitled to a percentage refund up until 60% of the semester, at which point no refund will be given. The first two weeks of the semester are considered the “add/drop” period and students are encouraged to add or drop classes during this time. Between weeks 3 and 9, if a student wishes to drop a course, they will need to request a course withdrawal from the Registrar. Their transcript will show a "W" for the course. After week 10 of the semester, the student can still request a withdrawal but they will receive an "F" for the course.

ASSOCIATES OF APPLIED SCIENCE REFUND EXAMPLE

<i>Weeks Attended</i>	<i>Refund Percentage</i>	<i>Tuition Paid</i>	<i>Refund</i>
<i>1 - 2</i>	<i>100%</i>	<i>\$12,162.50</i>	<i>\$12,162.50</i>
<i>3 - 4</i>	<i>90%</i>	<i>\$12,162.50</i>	<i>\$10,946.25</i>
<i>5 - 6</i>	<i>75%</i>	<i>\$12,162.50</i>	<i>\$9,121.87</i>
<i>7 - 8</i>	<i>50%</i>	<i>\$12,162.50</i>	<i>\$6,081.25</i>
<i>9</i>	<i>40%</i>	<i>\$12,162.50</i>	<i>\$4,865.00</i>
<i>10 - 15</i>	<i>0%</i>	<i>\$12,162.50</i>	<i>\$0</i>

PROFESSIONAL CERTIFICATE REFUND EXAMPLE

<i>Weeks Attended</i>	<i>Refund Percentage</i>	<i>Tuition Paid</i>	<i>Refund</i>
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1 - 2	100%	\$12,162.50	\$12,162.50
3 - 4	90%	\$12,162.50	\$10,946.25
5 - 6	75%	\$12,162.50	\$9,121.87
7 - 8	50%	\$12,162.50	\$6,081.25
9	40%	\$12,162.50	\$4,865.00
10 - 15	0%	\$12,162.50	\$0

R2T4 Calculation Information: Title IV funds are earned in a prorated manner based upon scheduled class hours that have occurred as of the student’s Last Date of Attendance (LDA). Although an R2T4 calculation is required regardless of percentage of the period completed, after the 60 percent point in the payment period, a student is considered to have earned 100 percent of the Federal Student Aid funds they were eligible to receive.

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned.

Refunds are calculated according to applicable federal laws. All returned funds for which the school is responsible will be issued promptly after the school has determined that the student has withdrawn. The school will make this determination within 14 days of the students Last Day of Attendance. The return calculations must be completed within 30 days of the Date of Determination, all funds will be returned within 45 days of the Date of Determination.

Overpayments: Any amount of unearned federal grant funds that a student must return is referred to as an “overpayment”. The maximum amount of a grant overpayment is one half of the grant funds received or scheduled to be received. While this occurs very rarely, students in this circumstance must make arrangements with the school and/or the Department of Education to return the unearned grant funds. Failure to do so will result in loss of future eligibility for Federal Student Aid and potential other actions by the Department of Education.

Financial Aid Programs R2T4 Refund Sequence: Unearned funds returned by the school must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds will be credited to outstanding balances in the following order:

1. Unsubsidized Federal Direct Stafford Loan,
2. Subsidized Federal Direct Stafford Loan, and
3. Federal Direct PLUS Loan received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts for the payment period, the remaining excess must be credited to any amount awarded for the payment period in the following order:

1. Federal Pell Grant.
2. Federal Supplemental Education Opportunity Grant (SEOG)
3. Iraq, Afghanistan Service Grant (IASG)

Post-Withdrawal Disbursement: The school will disburse Federal Pell Grant funds that had not yet been disbursed at the time of the student's withdrawal/termination, but for which the student remains eligible under the R2T4 calculation. In the case of borrower's loan funds, the school will calculate the borrower's eligibility for a "post-withdrawal disbursement". The Financial Aid Office will advise the borrower of the amount(s) available and of the fourteen-calendar day deadline to accept or decline the post-withdrawal disbursement.

If a response is not received from the borrower within the permitted time frame or the student declines the funds, the school will not request the funds. If the post-withdrawal disbursement is accepted, the funds will be applied to direct costs before any refund/stipend will be granted to the borrower.

PROCEDURE:

Post-Withdrawal Disbursement Notification: After completion of the R2T4 calculation, the Financial Aid Office will notify the borrower of a potential post-withdrawal disbursement of loan funds in writing either via e-mail or postal mail.

Award Change: In the event of an R2T4 calculation that generates a change to the student's award eligibility, the student will be notified in writing of the change.

Disbursement Timeframe: Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.