

MEDICAL UNIVERSITY OF SILESIA
THE RETURN TO TITLE IV POLICY AND PROCEDURES
HEA of 1998 Section 484(a)(1) and 34 CFR 668.22

University regulations provide for the refund of unearned tuition and fees. The Return to Title IV policy and procedures (R2T4) regulation is complementary to but separate from the University refund policy. This policy applies to any recipient of Title IV funds who withdraws during an enrollment period in which the student began attendance.

A student is only eligible to retain the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period completed by the student. If more than 60% of the enrollment period has been completed by the student, then no Title IV aid must be returned.

Unearned Title IV aid must be returned. If the R2T4 funds result in a balance due the University, that balance due shall remain the liability of the student. For any student withdrawing during a period of enrollment, a determination must be made to indicate whether the student has completed more than 60% of the calendar days in the payment or enrollment period.

In the clinical semesters, individual rotations do not span the entire academic semester. However, the weeks of clinical courses are used to define the academic semester and year for promotion and financial aid purposes.

- In the first year of clinical courses, students are required to complete 40 weeks of clerkships; 20 weeks for the first and second half each;
- In the second year of clinical courses, students are required to complete 42 weeks of clerkships; 21 weeks and 21 weeks respectively.

Students on an approved leave of absence who also positively confirm that they will return within the maximum allowed leave are not subject to this policy unless they fail to return by the specified date. If not returning, the withdrawal date shall be the last date of attendance prior to the start of the leave of absence.

Students who are identified as withdrawn shall be subject to the R2T4 calculation. To determine R2T4 applicability, the Head of Dean's Office-English Program (HDO) shall determine the date of withdrawal.

The Last Date of Attendance is used as the withdrawal date unless

A student gives notification of withdrawal in writing or verbally to HDO. The date of giving notice by the student shall be recorded and used as the date of withdrawal.

Students who receive failing grades at the end of classes and regular examinations will be identified by the HDO to determine whether a withdrawal occurred and determine a withdrawal date as appropriate.

The HDO shall determine and notify the Financial Aid Officer (FAO) of the withdrawal date within 10 business days of notice from the student or the end of the regular examination period. The Financial Aid Officer shall perform the R2T4 calculation using the paper R2T4 form or if available the DOE web based application. The amount of institutional charges and payments shall first be verified by the Bursar and Hope Medical Institute.

The result of a R2T4 calculation shall be made within 5 business days of notice of withdrawal by the HDO

The return of funds to Title IV shall be completed within 35 but not more than 45 business days by the Bursar and HMI as appropriate.

Funds that are returned to the federal government are used to reimburse the individual federal programs from which as student has received the aid. In accordance with Federal regulations, financial aid is returned in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford Loan;
2. Subsidized Federal Stafford Loan;
3. Federal PLUS Loan;
4. Other Federal, private and /or institutional sources of aid.