

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.1/14	Ver. 2.1
REVIEWED BY:		APPROVED BY:	
Mónica Ruiz Huerta Administrative Vice-President			
Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		Dr. Luis Ernesto Derbez Bautista President	

## I. Purpose

This policy defines the guidelines to oversee and administer the management and reimbursement to the U.S. Department of Education of Title IV Program funds that were awarded to eligible U.S. students enrolled in eligible bachelor degree programs at Fundación Universidad de las Américas, Puebla. When a recipient of Title IV Program funds withdraws from the University during a semester in which the student began attendance, the University must determine the amount of Title IV Program funds that the student earned as of the student's withdrawal date and may be required to return unearned Title IV funds to the U.S. Department of Education.

## II. Definitions

- **Administrator:** Head of the Credit and Collection Department, responsible for the management of Title IV Program funds.
- **Direct Loan:** Financial aid the US Department of Education provides to eligible U.S. students to cover a portion of the cost of their bachelor degree studies at Fundación Universidad de las Américas Puebla, including tuition, course materials, housing, meals and fees, among others. Direct Loans may be subsidized or unsubsidized, as described below.
- **Direct PLUS Loan:** Financial aid provided to the mother, father and/or guardian, in addition to Direct Loans awarded to students under the Title IV Program, the interest on which is paid by the borrower.
- **Direct Subsidized Loan:** A type of Direct Loan awarded under the Title IV Program, the interest on which is covered by the U.S. Federal Government as long as the borrower is studying, with a grace period or a delayed payment

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.2/14	Ver. 2.1
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:   Dr. Luis Ernesto Derbez Bautista President	

period. If the interest is not paid within the grace period, it will be added to the balance on the loan.

- **Direct Unsubsidized Loan:** A type of Direct Loan awarded under the Title IV Program, the interest on which accrues from the date of disbursement and through the duration of the loan. The borrower pays the interest accrued, independent of the status of the loan.
- **Institutional Fee:** Amount owed to Fundación Universidad de las Américas Puebla for fees generated by the student participating in the Title IV Program (including the Direct Loan programs).
- **Loan:** Direct Loans and Direct PLUS Loans.
- **Title IV Program:** Financial aid program for U.S. students interested in higher education studies that is administered by the U.S. Department of Education under Title IV of the US Higher Education Act of 1965, as amended.
- **University:** Fundación Universidad de las Américas, Puebla.
- **Withdrawal:** For purposes of the Title IV Program, a student is considered to have withdrawn from the academic period if the student does not complete all of the days of the academic period that the student was scheduled to complete. There are several different types of withdrawal.
- **Permanent Withdrawal (Official Withdrawal):** Process by which a student officially ends his or her studies at Fundación Universidad de las Américas Puebla with no expectation of returning.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.3/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

- **Temporary Withdrawal:** Interruption in studies at Fundación Universidad de las Américas Puebla at the request of the student, The Temporary Withdrawal means cancelling the student's enrollment in all the student's courses for that academic period.
- **Non-Approved Temporary Withdrawal:** Temporary interruption authorized by Fundación Universidad de las Américas Puebla that does not meet the requirements for a Temporary Withdrawal approved under the Title IV Program.
- **Unofficial Withdrawal:** The student stops attending classes without providing notice to Fundación Universidad de las Américas Puebla.

### III. Guidelines

#### General

1. Students may receive Title IV Program funds for enrollment in an eligible bachelor degree program. Students may not receive Title IV Program funds in connection with enrollment in the Bachelor of Medical Surgeon, Bachelor of Dental Surgeon, or Bachelor of Nursing programs at the University because those programs of the University currently are not approved by the U.S. Department of Education for purposes of the Title IV Programs.
2. Title IV Program students are required to follow the guidelines for the Title IV Program and the University's rules and regulations, specifically the **Title IV Program Students Satisfactory Academic Progress Policy**. Students must complete the admission process for the University and comply with the University's academic requirements as indicated in the **Student's Handbook on**

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.4/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

**Academic-Administrative Procedures** in order to be eligible for Title IV Program funds.

3. The Finance Office, through the Administrator will be responsible for managing the Loans.
4. The University will award Title IV Program funds to the student with the understanding that the student will complete the academic period for which the Loan has been awarded.
  - a. Title IV Program students who fail to attend any class will be deregistered from the University. If a Title IV Program student enrolls but never attends classes, all Title IV Program aid disbursed to the student for that academic period must be returned to the U.S. Department of Education. The Academic Department Heads will report to the Administrator any Title IV Program student who fails to begin attendance by or before the third week of classes.
  - b. If a Title IV Program student begins attendance but later withdraws during the term or otherwise ceases attending, the University must complete a Return to Title IV (R2T4) calculation. See below.
5. The Registrar's Office will inform the Administrator of Title IV Program students who request Temporary Withdrawals/ or Permanent Withdrawals. Additionally, the office will report, within five business days following the last day of the academic period, any Title IV Program students who abandoned their studies without completing the formal process required (Unofficial Withdrawals).
6. The Administrator will:
  - a. Serve as the liaison between the University and the U.S. Department of Education.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.5/14	Ver. 2.1
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:   Dr. Luis Ernesto Derbez Bautista President	

- b. Manage all the funds received from the Title IV Program, including those distributed to the students for expenses other than Institutional Fees.
  - c. Promptly calculate and initiate any required return of Title IV Program funds.
  - d. Advise and inform Title IV Program students of the consequences of taking a Temporary Withdrawal or Permanent Withdrawal in terms of their eligibility for financial aid under the Title IV Program, their academic file or debts with the University.
  - e. Manage the financial aid files of the Title IV Program students.
7. The Title IV Program student will:
  - a. Remain in good standing with the University's rules and regulations.
  - b. Repay the Direct Loan according to the terms and conditions established by the U.S. Department of Education.
  - c. Regularly attend classes.
  - d. Report any absences to the Administrator.
8. Title IV Program students who withdraw will be required to pay the University any amounts that the student owes to the University and that the Title IV Program does not cover.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.6/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

### **Permanent Withdrawal or Temporary Withdrawal**

9. In the event the Title IV Program student states an intention to process a Permanent Withdrawal or Temporary Withdrawal, the Administrator will inform the student of the process to make the withdrawal official, in accordance with Part IV of the ***Student's Handbook on Academic-Administrative Procedures***. The withdrawal date will be the date the student begins the official withdrawal process.
  
10. To request a Temporary Withdrawal or Permanent Withdrawal, the student will collect the *retiro* form from the School Services Department and they will need to collect the following signatures:
  - a. Insurance and Fixed Assets Department.
  - b. Credit and collection.
  - c. Academic Department Head.
  - d. Student Guidance Office.
  - e. Head of Residence, in the case of residents.
  - f. UDLAP Lottery Office, in the case of Permanent Withdrawal.
  - g. Library Department, in the case of Permanent Withdrawal.
  - h. Scholarship Office.
  - i. School Services Department.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.7/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

11. The student will submit the withdrawal form to the School Services Department together with their student card, during the dates indicated in the academic calendar.
12. Any student unable to complete this process in person may authorize, through a proxy letter, another person to do so in their name and representation. Such person must provide original and copy of their government issued id and for the student.
13. Students who process their withdrawal will receive their official documents on the date determined by the School Services Department.
14. Students registered for the current semester may process their Temporary Withdrawal or Permanent Withdrawal after the first day of classes and the corresponding reimbursement will be subject to the percentages established in the academic calendar.
15. When a student requests a withdrawal, the Title IV Program financial aid earned will be determined by a specific formula. Under this formula, students earn Title IV Program funds through attendance. The percentage of funds earned is equal to the percentage of the academic period that the student completed. After the 60% point in the academic period, a student earns 100% of the scheduled Title IV Program funds.
16. The Administrator will calculate the amount of Title IV Program funds to be returned to the U.S. Department of Education using the official form (R2T4) provided, for each Title IV Program student and per academic period.

The University's Treasury Department will return Title IV Program funds to the U.S. Department of Education in adherence of the **Payment Policy**.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.8/14	Ver. 2.1
REVIEWED BY:		APPROVED BY:	
Mónica Ruiz Huerta Administrative Vice-President			
Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		Dr. Luis Ernesto Derbez Bautista President	

17. All Title IV Program funds that must be returned will be returned to the U.S. Department of Education within 45 days following the date on which the University considers a student as withdrawn.

### **Unofficial Withdrawal**

18. If there is no formal Temporary Withdrawal or Permanent Withdrawal request and the student stops attending classes without notice (Unofficial Withdrawal), the withdrawal date will be the date of the last verifiable academically related activity, such as attendance at class, exams, or group work; handing in assignments; etc. The University will document that the activity is academically related and document the student's attendance at the activity.

If the University cannot determine the date of the last academically related activity, the University will assume a last date of attendance that is the mid-point (50%) of the academic period, unless the unreported absence is due to causes not imputable to the student, such as illness, accident or any other circumstance that would prevent the student from processing the Permanent Withdrawal. In these cases, the University will determine the withdrawal date based on the circumstances.

When a student withdraws without notifying the University, the University will determine the withdrawal date within 30 days or the earlier of the end of the academic period from which the student withdrew.

19. If a student receives failing grades in all courses for an academic period, the Registrar will consult with the Dean as to the reason for these grades. If it is determined that the failing grades were the result of absence, the University will use that last day of attendance at an academically related activity for the R2T4 calculations.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.9/14	Ver. 2.1
REVIEWED BY:		APPROVED BY:	
Mónica Ruiz Huerta Administrative Vice-President			
Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		Dr. Luis Ernesto Derbez Bautista President	

### **Title IV Program assistance earned**

20. The amount of Title IV Program financial aid earned is calculated by determining the percentage of Title IV Program Loans that the student has earned and applying this percentage to the total amount of Title IV Program Loans that the University had disbursed to the student as of the student's withdrawal.
  
21. The percentage will be determined dividing (1) the number of calendar days elapsed since the first day of classes to the date the student requests a Permanent Withdrawal by (2) the total number of days in the academic period, including the last day of the final examination period. If the student has completed more than 60% of the academic period for which the University awarded the Loan, the student will have earned the full amount of the Loan awarded for this period, and the University will return no Title IV funds to the U.S. Department of Education.

For example: The student stops attending class 23 days into the academic period.

<b>Payment Period</b>	
Total days in the semester	100
Number of days the student attended	23
%	0.23
Total Title IV Program financial aid returned or that could be returned	2,000
Amount earned	460
Amount unearned	1,540

If the total amount of the Loan earned is less than the amount of the Loan disbursed, the University will return the difference to the U.S. Department of Education and will make no additional disbursements to the student during that academic period.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.10/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

### **Post-Withdrawal Disbursements**

22. If the student did not receive all the Title IV Program funds earned, the student may receive a post-withdrawal disbursement for the amount corresponding to the difference between the total amount of Title IV Program funds that the student earned and the amount of Title IV Program funds that the University disbursed to the student that academic period prior to the withdrawal.
  
23. The Administrator will have 30 calendar days following the date of the University's determination that the student withdrew to notify the student, parent or guardian (in the case of Direct PLUS Loans) in writing, if the student is a candidate to receive a post-withdrawal disbursement.

Also, the Administrator will inform the student, parent or guardian that they may either accept or refuse the post-withdrawal disbursement, in whole (100%) or in part (an amount less than 100%), clearly explaining the obligation to repay the Loan if the student, parent or guardian accepts all or a portion of the post-withdrawal disbursement. The Administrator will request in writing that the student, parent or guardian give their acceptance or refusal of the amount of the post-withdrawal reimbursement within 14 calendar days after receiving the notice.

In the event the student, parent or guardian responds to accept a post-withdrawal disbursement after the time given, the University will decide whether or not to deliver this amount and will notify the student of its decision in writing; if the student, parent or guardian does not respond or declines the post-withdrawal disbursement, the University will not draw down any funds from the U.S. Department of Education or deliver any amount of post-withdrawal disbursement.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.11/14	Ver. 2.1
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:   Dr. Luis Ernesto Derbez Bautista President	

If the student accepts the post-withdrawal disbursement, the student will indicate the amount he or she wishes to receive and whether this amount is to be credited to the student's account or delivered according to the guidelines set by the Finance Office.

24. Title IV Program post-withdrawal disbursements:
  - a. Must be authorized by the student in writing to be applied to the student's debts with the University.
  - b. May not be awarded in the case of first-year, first-time Loan borrowers, unless they have completed at least the first 30 days of the academic period.
  - c. May not be awarded if it is a second or subsequent disbursement of a Loan.
  - d. Must be delivered within 180 calendar days following the date the University determined the student withdrew.
  
25. The University may use all or part of the post-withdrawal disbursement to credit the student's account, provided the student has confirmed he or she wishes to receive the Title IV Program funds disbursed. If the student does not give permission for the post-withdrawal disbursement to be applied to his or her account, the University will require the student to pay any debt with the University by other means.
  
26. The University will deliver to the student any amount resulting from a post-withdrawal disbursement that the University has not credited to the student's account, provided that the student confirms his or her wish that the University deliver the Title IV Program funds received to him or her.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.12/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

**Return of Title IV Program Funds/Title IV Program Management**

27. If the student, or the University on behalf of the student, receives an excess of funds from the Title IV Program that is required to be returned, the University will return the lesser of:
  - a. The Institutional Fee multiplied by the unearned percentage of the Title IV Program funds, or
  - b. The total amount of unearned Title IV Program funds.
  
28. The University will apply Title IV Program funds not disbursed to the student first to the Unsubsidized Direct Loan, then to the Subsidized Direct Loan, and lastly to the Direct PLUS Loan.
  
29. After the University has allocated the unearned funds for which it is responsible, the student must return Title IV Program funds for which the student is responsible. The student will return the Title IV Program funds due in the order specified in the previous point.

The amount of Title IV Program funds the student is required to return will be calculated by subtracting the unearned funds that the University is required to return from the total unearned amount to be returned. The student will return or pay the amount required according to the terms of the Direct Loan.
  
30. The requirements for the withdrawal of Title IV Program students are independent of the University's refund policy; therefore, the University may require students to pay any Institutional Fee outstanding. If the return of the Title IV Program funds is associated with a debt on the student's account, the student will be responsible for payment of the Institutional Fee from sources other than the Title IV Program.

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.13/14	Ver. 2.1
REVIEWED BY: Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:   Dr. Luis Ernesto Derbez Bautista President	

Students will receive a copy of the University's refund policy from the Administrator.

### **Temporary Withdrawal**

31. Title IV Program students who wish to process a Temporary Withdrawal will observe Part IV of the ***Student's Handbook on Academic-Administrative Procedures***. For purposes of the Title IV Program, the University will consider the Temporary Withdrawal to be a Permanent Withdrawal and will calculate the funds to return to the Title IV Program.
32. If the University grants a Non-Approved Temporary Withdrawal, the University will treat this action as a Permanent Withdrawal for the purposes of the Title IV Program.
33. If the Student Affairs Committee sanctions a Title IV Program student with a requirement to take a Temporary Withdrawal or Permanently Withdrawal, the University will follow the R2T4 process as stipulated in this policy.
34. Any situation not covered in this policy will be analyzed and authorized by the University President or the person he or she designates.

### **IV. Transitory**

This policy substitutes any previous rules and regulations on these matters and takes effect the day following its publication on the intranet.

### **V. Relevant documents**

- MAN-016-01 Student's Handbook on Academic-Administrative Procedures
- POL-135-06 Satisfactory Academic Progress Policy
- POL-136-01 Payment Policy

<b>POLICY</b>	Fundación Universidad de las Américas, Puebla	DATE: 01/23/18	
POL-135-05	<b>RETURN OF TITLE IV FUNDS</b>	PG.14/14	Ver. 2.1
REVIEWED BY:  Mónica Ruiz Huerta Administrative Vice-President  Mario Vallejo Pérez Vice - President for Finance and Institutional Advance		APPROVED BY:    Dr. Luis Ernesto Derbez Bautista President	

## VI. Version control

Version No.	Change	Date of the change
2.0	Background document (N00135 Title IV Program student reimbursements)	October 2017
2.1	<p>Rule 23 adds the specification that the student, parent, or guardian can accept post-withdrawal ministrations. Partial acceptance corresponds to an amount below 100% of the ministrations and total acceptance means 100%.</p> <p>Rule 23 eliminated "In case the student answers after the established deadline, the university will decide whether or not to deliver the refund amount and must notify its decision in writing. If there is no answer, the available amount will not be refunded and the administrator must return it to the United States' Department of Education. If the student rejects the post-withdrawal ministrations, the administrator must return the available Program Title IV funds to the Department of Education, using that Department's form R2T4 to determine the amount to return. And it was added that in case the student, parent, or guardian accepts the post-withdrawal ministrations after the established deadline, the university will decide whether or not to return the amount and notify it in writing. If the student, parent, or guardian does not respond or rejects the post-withdrawal ministrations, the university will not ask the Department of Education for said amount, and will not deliver any amount of the post-withdrawal ministrations.</p>	January 2018

## VII. Appendices

This policy has no appendices.