



Revision Responsibility: Associate Vice President for Student Services
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: [Federal Register, 34 CFR 690.79](#)

PURPOSE

To establish procedures whereby overpayments of Title IV funds to students are resolved.

POLICY

- I. Students who receive an overpayment of Title IV financial assistance (i.e., Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, or Guaranteed Student Loan) must repay the overpayment.
- II. Circumstances that may result in an overpayment are:
 - A. Withdrawal from the College during the College refund period.
 - B. Failure to attend class within the refund period of any term.
 - C. Change in enrollment resulting in fewer credit hours.
 - D. Administrative dismissal.

PROCEDURES

- I. Financial Aid Payment Procedures
 - A. Students Receiving Only Title IV Aid
 1. The earliest date on which full-time and part-time students shall receive financial aid funds is the official registration day for that semester.
 2. If the student has a one-term only loan, then two equal disbursements are required with the second one being at the mid-point of the term.
 - B. Students receiving Title IV and other aid shall receive one payment on the official registration day.
 - C. This payment schedule is based on the following assumptions:
 1. The student has submitted in a timely manner all required and appropriate data to support his or her eligibility.



2. The full-time student will require 25% to 75% or more of his or her award during the initial weeks of the term for tuition, books, supplies, transportation and other costs.
3. The student who has remained in college past the refund period intends to complete the semester and will have utilized those initial portions for appropriate expenses.

II. Financial Aid Overpayment Procedures

- A. If the College determines a student has received an overpayment from Title IV funds, the financial aid director shall inform the student in writing of the amount he or she owes in repayment to the Title IV account(s).
- B. If the student does not make restitution or otherwise satisfactory arrangements, the College shall:
 1. Withhold any unpaid aid awarded the student from Title IV funds for that period.
 2. Inform the student in writing for the second time that this debt must be paid.
 3. Withhold the student's financial aid and academic transcripts.
 4. If the student is otherwise eligible for aid in a subsequent term of the award period, the College may deduct the overpayment from said award to the extent provided in the regulations.
 5. If repayment is not received before the end of the term, the College will have the option of notifying the Federal Government, including submitting the pertinent data required by the regulations.
 6. A written record will be made of the action taken with a copy given to the student and a copy placed in his or her file.
- C. A student who withdraws and/or otherwise is not attending after the College refund period, and has not received his or her second disbursement for that payment period, shall forfeit those funds and will not owe a refund.
- D. Refunds of tuition and fees by the College and/or recoveries from the student will be credited to the appropriate fund as follows:
 1. The entire refund and/or recovery, not to exceed the total amount of Title IV funds received, will be restored to the appropriate program(s) to the extent they were provided by Title IV funds.

2. The amount returned to each program may not exceed the amount the student received from that program.
- III. Repayment of non-Title IV aid will be considered on an individual basis.