

**STUDENT FINANCIAL SERVICES  
RETURN OF TITLE IV FUNDS (R2T4) POLICY**



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<b>Topic:</b>	Return of Title IV Funds	<b>Contact Email:</b>	Charles.Hill@strayer.edu
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**Purpose**

The purpose of this policy and procedure is to establish reasonable standards for returning federal funds for students who completely withdraw from the University and/or withdraw from all courses in a given quarter. These students must have a Return of Title IV Funds (R2T4) calculation performed to determine the percentage of aid earned based on the amount of time the student was enrolled as defined by the Department of Education (the Department).

**Authority to Implement/Modify Policy**

This policy is subject to change in order to comply with administrative and regulatory requirements. In such situations, students and University staff are notified of any change in this policy and procedure document as soon as practicable.

**Overview**

Federal aid provided under Title IV of the Higher Education Act of 1965 as amended is disbursed based on the assumption that a student will attend courses for the entire quarter and is therefore eligible for the entire amount of the disbursement. This includes both unsubsidized and subsidized Direct Loans, PLUS Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Students start “earning” the disbursement when they begin attending classes. If a student withdraws from their courses, early, then the student has earned only a portion of the disbursement based on the time they were enrolled and attending. Students who establish attendance in at least one course, then subsequently withdraw from all courses in a given quarter and were awarded federal student aid through a program provided under Title IV, must have a R2T4 calculation performed to determine the percentage of aid earned based on the amount of time the student attended. The University is required to return any unearned aid to the Department of Education’s appropriate Title IV program.

**Withdrawals**

A student who ceases to be enrolled prior to the end of a payment period and was the recipient of (or was eligible to receive) federal student aid must have a R2T4 calculation performed to determine the percentage of aid earned based on the amount of time the student was enrolled. Strayer University has its own institutional refund policies, as set forth in the University Catalog under “Add/Drop Policy and Course Withdrawal” which determines the charges a student will owe based on the timing of his or her withdrawal; however, these policies are separate from and do not affect the amount of Title IV aid the student has earned under the R2T4 calculation. Therefore, if the student has not earned enough Title IV funds to cover all institutional charges as outlined in Strayer’s institutional refund policy, then the

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student may owe a balance directly to Strayer University regardless of any amount that has to be returned to the applicable Title IV program.

**General Requirements**

Title IV funds are awarded to a student under the assumption the student will attend the entire payment period. A student who receives Title IV grant or loan funds withdraws from the University after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined.

Strayer University offers an eligible student a PWD of loan funds within 30 days of the Date of Determination (defined below). The student is given 14 days to respond to Strayer as to whether or not he or she wishes to receive the funds. Strayer returns any Post-Withdrawal loan funds if the student declines the funds or fails to respond within the established timeframe. If the student requests a disbursement, the disbursement is made within 180 days of the date of determination (defined below).

An R2T4 calculation is not required in the following situations: The student never actually began attendance for the payment period. The student withdraws from one or more courses but continues to attend at least one course. The student began attendance, but was not eligible to receive Title IV grant or loan funds prior to the Date of Determination (the student is not considered an eligible Title IV recipient).

**Institutional Charges**

Institutional charges are used to determine the portion of unearned Title IV aid that the institution is responsible for returning. Strayer University ensures that all appropriate fees as well as applicable charges for books, supplies, materials and equipment are included in the R2T4 calculation. Institutional charges do not affect the amount of Title IV aid a student earns when he or she withdraws from the University. The institutional charges used in the calculation typically are those charges which were initially assessed to the student for the entire payment period. Initially assessed institutional charges related to educational costs may only be adjusted by those changes made prior to the student's withdrawal date (LDA). Graduation fees (Final Academic Requirements Evaluation Fee and Certificate (Undergraduate and Graduate)/Diploma Conferral Fee) are not included as institutional charges in the return calculation.

**Date of Determination of Withdrawal**

The Date of Determination (DOD) is the date that the institution determined a student is no longer enrolled. For recipients of Title IV Funds, the Department of Education has determined that the DOD may not exceed 14 days after the Last Date of Attendance (LDA). In accordance with this regulation, Title IV Funds recipients are considered withdrawn from the University, for purposes of completing the R2T4 calculation, 14 days after LDA, unless the official withdrawal date is less. The University must return Title IV funds that are unearned to the applicable Title IV program no more than 45 days after the DOD.

**Withdrawal Date**

As an institution that requires attendance to be taken, a student's Withdrawal Date at Strayer is the student's LDA as determined using official University attendance records. A student may officially withdraw from the University by providing notice to the University of his or her intent to withdraw, or the student may be administratively withdrawn by the University. Strayer University's policy is to administratively withdraw a student after four consecutive absences in a regular course and two consecutive absences in a mini-session course.

**Calculation of Earned Aid**

Strayer divides the number of days enrolled in class prior to withdrawal by the total numbers of days in the quarter to determine the amount of aid that a student has earned at the time of withdrawal. That ratio is applied to the amount of Title IV funds that were "disbursed" or "could have been disbursed". Net loan dollars are included in the R2T4 calculation.

Undisbursed aid may be counted as aid that "could have been disbursed" provided the following conditions are met:

1. The student has a valid Institutional Student Information Record (ISIR) on file with an official Expected Family Contribution (EFC);
2. The loan was originated prior to the student's Date of Determination (defined above) and was eligible for disbursement;
3. The student was enrolled half-time and attended less than half-time. In this case, the student's disbursement is considered funds that "could have been disbursed".
4. A promissory note must have been signed by the student for the loan to be included in "aid that could have been disbursed". The signature on a promissory note may be obtained after the student withdraws provided the signature is obtained prior to completing the R2T4 calculation.

For students who are Pell only recipients, the student must have a valid Institutional Student Information Record (ISIR) on file with an official Expected Family Contribution (EFC).

Through the 60% point in each payment period, a prorated schedule is used to determine the amount of Title IV funds the student earned at the time of withdrawal. If a student attends beyond the 60% point in the payment period, the student is considered to have earned 100% of the Title IV funds he or she was scheduled to receive during the period. In this situation, there are no unearned funds; however, R2T4 is still required as the University must still determine whether the student is eligible for a Post-withdrawal disbursement.

**Schedule for Amount of Title IV Aid Earned Based on Normal Academic Quarter**

Day	% Earned	Day	% Earned	Day	% Earned
1	1.3%	27	35.06%	53	100%
2	2.6%	28	36.36%	54	100%
3	3.9%	29	37.66%	55	100%
4	5.19%	30	38.96%	56	100%
5	6.49%	31	40.26%	57	100%
6	7.79%	32	41.56%	58	100%
7	9.09%	33	42.86%	59	100%
8	10.39%	34	44.16%	60	100%
9	11.69%	35	45.45%	61	100%
10	12.99%	36	46.75%	62	100%
11	14.29%	37	48.05%	63	100%
12	15.58%	38	49.35%	64	100%
13	16.88%	39	50.65%	65	100%
14	18.18%	40	51.95%	66	100%
15	19.48%	41	53.25%	67	100%
16	20.78%	42	54.55%	68	100%
17	22.08%	43	55.84%	69	100%
18	23.38%	44	57.14%	70	100%
19	24.68%	45	58.44%	71	100%
20	25.97%	46	59.74%	72	100%
21	27.27%	47	100%	73	100%
22	28.57%	48	100%	74	100%
23	29.87%	49	100%	75	100%
24	31.17%	50	100%	76	100%
25	32.47%	51	100%	77	100%
26	33.77%	52	100%		

**Schedule for Amount of Title IV Aid Earned Based on Mini Session**

Day	% Earned	Day	% Earned	Day	% Earned
1	2.86%	13	37.14%	25	100%
2	5.71%	14	40.00%	26	100%
3	8.57%	15	42.86%	27	100%
4	11.43%	16	45.71%	28	100%
5	14.29%	17	48.57%	29	100%
6	17.14%	18	51.43%	30	100%
7	20.00%	19	54.29%	31	100%
8	22.86%	20	57.14%	32	100%
9	25.71%	21	60.00%	33	100%
10	28.57%	22	100%	34	100%
11	31.43%	23	100%	35	100%
12	34.29%	24	100%		

The total amount of days in the quarter or mini session is generally the same from quarter to quarter. A specific student's total amount of days in a quarter or mini session may differ if there were scheduled

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breaks of five days or more and/or any days that the student was on an approved leave of absence. In those cases the percentage of aid earned will be proportionally higher for each day.

In cases where the amount disbursed to the student was greater than the amount the student earned, unearned funds must be returned to the appropriate Title IV program within 45 days of the date of determination that the student withdrew (see Date of Determination section below). If this is the case, the student will be directly responsible to repay the amount of unearned funds on top of any institutional fees that the student’s financial aid does not cover.

If the amount disbursed to the student was less than the amount the student earned and for which the student is otherwise eligible, then the student is eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received (see PWD section below).

**Interaction Between Earned Title IV Aid and Strayer University’s Withdrawal Policy**

As mentioned above, the decision to withdraw from all classes during any given quarter can have a financial impact on the student. The amount of Title IV disbursement earned by a student may not cover the partial tuition charge as specified in Strayer University’s course withdrawal policy. Therefore, a student may be financially responsible for the residual cost not covered by the earned Title IV aid. Students should consult the charts below to determine what percentage of tuition the University charges at the time of their withdrawal. Note the charges may vary based on your state of residence.

**Day-by-Day Withdraw Policy Schedule for Traditional Quarterly Class**

Day	% Tuition Charged	Day	% Tuition Charged	Day	% Tuition Charged
1	10.00%	27	75.00%	53	100.00%
2	10.00%	28	75.00%	54	100.00%
3	10.00%	29	100.00%	55	100.00%
4	10.00%	30	100.00%	56	100.00%
5	10.00%	31	100.00%	57	100.00%
6	10.00%	32	100.00%	58	100.00%
7	10.00%	33	100.00%	59	100.00%
8	10.00%	34	100.00%	60	100.00%
9	25.00%	35	100.00%	61	100.00%
10	25.00%	36	100.00%	62	100.00%
11	25.00%	37	100.00%	63	100.00%
12	25.00%	38	100.00%	64	100.00%
13	25.00%	39	100.00%	65	100.00%
14	25.00%	40	100.00%	66	100.00%
15	50.00%	41	100.00%	67	100.00%
16	50.00%	42	100.00%	68	100.00%
17	50.00%	43	100.00%	69	100.00%
18	50.00%	44	100.00%	70	100.00%
19	50.00%	45	100.00%	71	100.00%
20	50.00%	46	100.00%	72	100.00%
21	50.00%	47	100.00%	73	100.00%
22	75.00%	48	100.00%	74	100.00%

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23	75.00%		49	100.00%		75	100.00%
24	75.00%		50	100.00%		76	100.00%
25	75.00%		51	100.00%		77	100.00%
26	75.00%		52	100.00%			

**Day-by-Day Withdraw Policy Schedule for Mini-Session Classes**

Day	% Tuition Charged		Day	% Tuition Charged		Day	% Tuition Charged
1	50.00%		13	75.00%		25	100.00%
2	50.00%		14	75.00%		26	100.00%
3	50.00%		15	100.00%		27	100.00%
4	50.00%		16	100.00%		28	100.00%
5	50.00%		17	100.00%		29	100.00%
6	50.00%		18	100.00%		30	100.00%
7	50.00%		19	100.00%		31	100.00%
8	50.00%		20	100.00%		32	100.00%
9	75.00%		21	100.00%		33	100.00%
10	75.00%		22	100.00%		34	100.00%
11	75.00%		23	100.00%		35	100.00%
12	75.00%		24	100.00%			

The schedules described above are representative of Strayer University’s withdrawal policy in most states. We maintain separate withdrawal policy schedules for state regulatory reasons for students who are residents of Florida, Georgia, Louisiana, South Carolina, Tennessee, and Virginia. There are also separate withdrawal policy schedules for Maryland online, JWMI, or Devmountain and Hackbright students. Those schedules can be see below. The schedules described above, while provided in day-by-day format, are the same as the withdrawal policy described in the Strayer University catalog, but are provided in this format to facilitate comparison between our withdrawal policy and the amount of Title IV funds earned.

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**Standard Policy: All students except those attending Florida, Georgia, Louisiana, Maryland in the Global Campus or in JWMI, South Carolina, Tennessee, and Virginia Campuses <sup>1, 2, 3, 4, 5</sup>**

**Quarter Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge*
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third week	50%
Through the fourth week	75%
After the fourth week	100%

**Mini-session Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge*
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session	50%
From Tuesday of the second scheduled week of the session through the end of second scheduled week (Tuesday through Sunday) of the session	75%
After the second scheduled week of the session	100%

\* *Withdrawal Processing Fee may be applicable.*

1. *A scheduled week is considered to start on Monday and end the following Sunday.*
2. *Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.*
3. *South Carolina students enrolling for the first time are subject to the South Carolina special refund policy listed below.*
4. *Online students who reside in a state where the university does not have physical campuses are treated as Washington, D.C., campus students and the Standard Policy applies unless otherwise stated.*
5. *Students receiving VA education benefits who withdraw on or before the first day of class will receive a 100% refund, and refunds will be made within 40 days.*

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**For Florida Students Only**

**Quarter Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	No Charge
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third week	50%
Through the fourth week	75%
After the fourth week	100%

**Mini-Session Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the class	No charge
Through the first four calendar days of the mini-session	No charge
From the fifth calendar day of the mini-session through the end of the first week (Sunday)	50%
Through the second week	75%
After the second week	100%

**For Georgia Students Only <sup>1, 2</sup>**

**Quarter Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of quarter	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third, fourth or fifth week	50%
After the fifth week	100%

**Mini-session Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge
Through Monday of the second scheduled week of the session	25%
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	50%
After the second scheduled week of the session	100%

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.

**For Louisiana Students Only**

**Quarter Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the fourth scheduled week (Tuesday through Sunday) of the quarter	25%
Through the sixth week <sup>1</sup>	70%
After the sixth week	100%

1. A scheduled week is considered to start on Monday and end the following Sunday.

**Mini-sessions Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of classes	No Charge
Through the first six calendar days of the mini-session	10%
From the seventh calendar day of the mini-session through the tenth calendar day	30%
Through the second week	55%
After the second week	100%



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**For South Carolina Students Only <sup>1, 2, 3</sup>**

**Quarter Courses for South Carolina Students Attending the University for the First Time**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	\$100
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	10% + \$100
Through the third week	20% + \$100
Through the fourth week	30% + \$100
Through the fifth week	40% + \$100
Through the sixth week	50% + \$100
After the sixth week	100%

**Mini-session Courses for South Carolina Students Attending the University for the First Time**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session	\$100
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	40% + \$100
Through the third scheduled week of the session	60% + \$100
After the third scheduled week of the session	100%

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.
3. South Carolina students enrolling after the first time are subject to the Standard Policy listed above.

**For Tennessee Students Only <sup>1, 2</sup>**

**Quarter Courses**

<b>Last date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	\$100
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third week	50%
Through the fourth, fifth or sixth week	75%
After the sixth week	100%

**Mini-session Courses**

<b>Last date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session	\$100
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	75%
After the second scheduled week of the session	100%

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.

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**For Virginia Students Only <sup>1,2</sup>**

**Quarter Courses**

<b>Last date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third week	50%
Through the fourth or fifth week	75%
After the fifth week	100%

**Mini-session Courses**

<b>Last date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the day of the session	No Charge
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session	50%
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	75%
After the second scheduled week of the session	100%

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.

**For GoArmyEd Students Only <sup>1,2</sup>**

**Quarter Courses Funded through GoArmyEd**

<b>Date of Withdrawal</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the quarter	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the second scheduled week (Tuesday through Sunday) of the quarter	25%
Through the third, fourth or fifth week	50%
Through the sixth, seventh or eighth week	75%
After the eighth week	100%

**Mini-session Courses Funded through GoArmyEd**

<b>Date of Withdrawal</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session	10%
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	25%
Through the third, fourth or fifth scheduled week of the session	50%

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. GoArmyEd students are reminded that Army tuition reimbursement policies are based on the withdrawal date and not the last date of attendance. Failure to affirmatively withdraw from classes could result in the soldier being required to reimburse the Army for the difference in tuition owed between the last date of attendance and the date of withdrawal.

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**For Maryland Global and JWMI Students Only <sup>1,2</sup>**

**Quarter Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of quarter	No Charge
Through the add/drop period	10%
From Tuesday of the second scheduled week of the quarter through the end of the third scheduled week (Tuesday through Sunday) of the quarter	20%
Through the fourth week	40%
Through the fifth week	60%
Through the sixth and seventh weeks	80%
After the seventh week	100%

**Mini-session Courses**

<b>Last Date of Attendance</b>	<b>Percentage of Tuition Charged</b>
Prior to the first day of the session	No Charge
From Monday of the first scheduled week of the session through Monday of the second scheduled week of the session.	10%
From Tuesday of the second scheduled week of the session through the end of the second scheduled week (Tuesday through Sunday) of the session	40%
Through the third scheduled week of the session	80%
After the third scheduled week of the session	100%

*Note: The student is due a refund of all money paid (tuition and any fees) if the student cancels within three (3) days after receiving their letter/notice of acceptance, exclusive of Saturday, Sunday and Holidays.*

1. A scheduled week is considered to start on Monday and end the following Sunday.
2. Courses funded through GoArmyEd are subject to the GoArmyEd withdrawal policy listed below.

### Devmountain

Strayer University's Devmountain programs are not eligible for federal or state financial aid.

#### Cancellation and Refund Policies

##### Early Program Cancellation

A student will receive 100% refund of all fees and tuition paid if the student provides notice of cancellation within three business day of (1) signing an enrollment agreement, (2) paying the tuition deposit or any portion of the tuition, or (3) first visiting the campus, whichever comes later.

Early Program Cancellation (Alabama, Georgia and South Carolina and the Commonwealth of Virginia) Prior to the beginning of class, applicants in the states of Alabama, Georgia and South Carolina and the Commonwealth of Virginia are entitled to a full refund of all tuition and fees if they request the same within three business days (five calendar days for Virginia students not enrolled through any Virginia campus) after making payment.

##### Tuition Refunds

After the early program cancellation period, the tuition deposit is non-refundable. Students who voluntarily withdraw or are dismissed due to violations outlined under the [Withdrawal](#) policy will be responsible for tuition based on the date of their withdrawal as follows:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, less the non-refundable tuition deposit.
2. After the commencement of classes, the tuition refund, less the non-refundable tuition deposit, shall be determined as follows:

<b>% of Class Hours Completed:</b>	<b>% Tuition Refunded to Student</b>
Up to 57% of the program	Prorated After completing more than
57% of the program	No refund

If a student attends class in more than one cohort, the percent of Class Hours Completed will be determined by the overall total portion of the program that has been completed. Refunds will be issued within 30 days of notification.

### Hackbright Academy

Strayer University's Hackbright programs are not eligible for federal or state financial aid.

#### Cancellation and Refund Policies

##### Early Program Cancellation

A student will receive 100% refund of all fees and tuition paid if the student provides notice of cancellation within three business day of (1) signing an enrollment agreement, (2) paying the tuition deposit or any portion of the tuition, or (3) first visiting the campus, whichever comes later.

Early Program Cancellation (Alabama, Georgia and South Carolina and the Commonwealth of Virginia) Prior to the beginning of class, applicants in the states of Alabama, Georgia and South Carolina and the Commonwealth of Virginia are entitled to a full refund of all tuition and fees if they request the same

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within three business days (five calendar days for Virginia students not enrolled through any Virginia campus) after making payment.

**Tuition Refunds**

After the early program cancellation period, the tuition deposit is non-refundable. Students who voluntarily withdraw or are dismissed will be responsible for tuition based on the date of their withdrawal as follows:

3. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, less the non-refundable tuition deposit.
4. After the commencement of classes, the tuition refund, less the non-refundable tuition deposit, shall be determined as follows:

<b>% of Class Hours Completed:</b>	<b>% Tuition Refunded to Student</b>
Up to 57% of the program	Prorated After completing more than
57% of the program	No refund

If a student attends class in more than one cohort, the percent of Class Hours Completed will be determined by the overall total portion of the program that has been completed. Refunds will be issued within 30 days of notification.

**CANCELLATION AND REFUND POLICIES**

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**CANCELLATION OF APPLICATION**

If at any time prior to acceptance the student decides to cancel their application, they will be refunded 100 percent of any fees and tuition paid. After the interview process and immediately preceding acceptance, the student has seven days to decide whether to enroll in the course and pay the registration fee. Students are considered enrolled in the program at the time that they send in their deposit and execute their student agreement. **Cancellation requests must be submitted to the Admissions Team: [admissions@hackbrightacademy.com](mailto:admissions@hackbrightacademy.com).**

**EARLY PROGRAM CANCELLATION**

A student has three business days in which to cancel their application and receive a full refund of all fees and tuition paid. This cancellation period extends until midnight of the third business day after a student (1) signs an enrollment agreement, (2) pays the tuition deposit or any portion of the tuition, or (3) first visits the campus, whichever comes later.

**EARLY PROGRAM CANCELLATION (ALABAMA, GEORGIA, SOUTH CAROLINA, VIRGINIA)**

Prior to the beginning of classes, applicants in the states of Alabama, Georgia, South Carolina, and the Commonwealth of Virginia are entitled to a full refund of all tuition and fees if they request the same within three business days (five calendar days for Virginia students not enrolled through any Virginia campus) after making payment to the University.

**TUITION REFUNDS**

After the early program cancellation period, your deposit is non-refundable. Students who voluntarily withdraw or are dismissed will be responsible for tuition based on the date of their withdrawal as follows:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, less the non-refundable registration fee.
2. After the commencement of classes, the tuition refund, less the non-refundable tuition deposit, shall be determined as follows:

<b>% of Class Hours Completed:</b>	<b>% Tuition Refunded to Student</b>
Up to 57% of the program	Prorated
After completing more than 57% of the program	No refund

If a student attends class in more than one cohort, the percent of Class Hours Completed will be determined by the overall total portion of the program that has been completed. Refunds will be issued within 30 days of notification.

**Order of Return of Title IV Funds**

When a student receives more federal student aid than the amount earned for the payment period the University, the student, or both, are required to return the unearned funds up to the net amount disbursed to the programs from which the student received aid in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

**Post Withdrawal Disbursement (PWD)**

If a student received less federal student aid than the amount earned, Strayer offers the student a Post-Withdrawal Disbursement (PWD) for any funds they are eligible for. Post-Withdrawal Disbursements are only offered for the first disbursement of the loan.

An accepted PWD of Direct or Plus loan funding must be made within 180 days of the date of determination (DOD). A PWD must be generated from available grant funds before available loan funds. A PWD of grant funds must be made within 45 days of the DOD.

The University is not required to obtain confirmation from a student before processing a PWD of Title IV grant funds. However, confirmation from a student, (or parent for a parent PLUS loan), must be received before any disbursement of loan funds from a PWD.

Strayer University notifies a student, (or parent for a parent PLUS loan), in writing prior to making any PWD of loan funds to the student's account.

The PWD notice:

1. Informs the student, (or parent for a parent PLUS loan), of his or her eligibility for a post-withdrawal disbursement.
2. Identifies the type and amount of the loan funds available to credit to the student's account and give the student (or parent for a parent PLUS loan) the option to accept or decline all or a portion of the funds.
3. Explains to the student (or parent for a parent PLUS loan) the obligation to repay loan funds.
4. Gives the student or parent 14 days to respond.

**STUDENT FINANCIAL SERVICES  
RETURN OF TITLE IV FUNDS (R2T4) POLICY**



5. Explains to the student or parent that if a response is not received within 14 days, Strayer University will not complete the PWD and returns the loan funds to the funding source.

After the University has completed the post-withdrawal loan notification and receives confirmation from the student or parent affirming their desire to receive the PWD of loan funds, the funds are credited to the student's account and applied against current charges as soon as possible, but no later than 180 days after the DOD during which the student withdrew.

**R2T4 Mini-Session Policy Addendum**

Students who attempt five-week mini-sessions at Strayer University during a payment period and completely withdraw from all attempted classes must have a Return to Title IV calculation performed. A student would be determined completely withdrawn from the University upon receipt of an official withdrawal notification or upon administrative withdrawal by the school. If the student was enrolled half-time and attended less than half-time the student's awarded funding is considered "could have been disbursed".

**\*Note-** A student who is enrolled in a first mini-session and either a full session class or 2nd mini-session class who withdraws from the first mini-session but does not withdraw from either the full session class or 2nd mini-session class is not considered withdrawn from the University for R2T4 purposes. Prior to Fall 2020 term: A student who is enrolled in a first mini-session and either a full session class or 2nd mini-session class who drops from the full/2nd mini-session is considered as withdrawn from the University for R2T4 purposes regardless of whether he or she completed the first mini-session. Beginning Fall 2020 term: A student who is enrolled in a first mini-session and either a full session class or 2nd mini-session class who drops from the full/2nd mini session is not considered withdrawn from the University for R2T4 purposes if he or she completes the first mini-session by earning a passing grade, as he or she would have completed at least 49% of the payment period. Please refer to the Student Handbook under Mini-Session Enrollment for additional information.

**R2T4 Calculation Example provided below:**

**Note:** The following Return to Title IV (R2T4) calculation is an example. Each calculation takes into account several variables that can affect the required return/payment amounts. This calculation is for an Undergraduate student in his or her 2<sup>nd</sup> year receiving Direct Subsidized (\$1,485 net) and Unsubsidized (\$1979 net) loans with tuition charges of \$3,550 (2 classes), book charges of \$345.60 and a \$65 technology fee. The first day of the term was January 6, 2014, the student's last date of attendance was 1/12/2014, and the student provided an official notification of withdrawal from the student on 1/21/14.



**STUDENT FINANCIAL SERVICES  
RETURN OF TITLE IV FUNDS (R2T4) POLICY**



**Treatment of Title IV Funds When a Student Withdraws From a Credit-Hour Program**

Student's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Date of school's determination that student withdrew: 1/21/14  
 Period used for calculation (check one):  Payment Period  Period of Enrollment

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
 When calculating percentages, round to three decimal places. (for example, .4486 = .449 = 44.9%)*

**STEP 1: Students Title IV Aid Information**

	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV Aid Disbursed for the Period
<b>Title IV Grant Programs:</b>			
1. Pell Grant			A. 0.00
2. Academic Competitiveness Grant			+ B. 3,464.00
3. National SMART Grant			= E. 3,464.00
4. FSEOG			
5. TEACH Grant			
	A. 0.00 (sub-total)	C. 0.00 (sub-total)	F. Total Title IV grant aid disbursed and that could have been disbursed for the period
			A. 0.00
			+ C. 0.00
			= F. 0.00
<b>Title IV Loan Programs:</b>			
6. Unsubsidized FDLP / FFELP	1,979.00		G. Total Title IV aid disbursed and aid that could have been disbursed for the period
7. Subsidized FDLP / FFELP	1,485.00		A. 0.00
8. Perkins Loan			B. 3,464.00
9. PLUS FDLP / FFELP (Grad Student)			C. 0.00
10. PLUS FDLP / FFELP (Parent)			+ D. 0.00
	B. 3,464.00 (sub-total)	D. 0.00 (sub-total)	= G. 3,464.00

**STEP 2: Percentage of Title IV Aid Earned**

1/6/14      3/24/14      1/12/14  
 Start Date      Scheduled End Date      Last Day of Attendance

A school that is required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "Last Day of Attendance" and proceed with the calculation as instructed. For a student who officially withdraws, enter the Last Day of Attendance.

**H. Percentage of payment period or period of enrollment completed.**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

7.00 / 78.00 = 8.97%  
 Completed Days      Total Days

- ▶ If the % is greater than 60%, enter 100% in Box H and proceed to Step 3
- ▶ If this % is less than or equal to 60%, enter that % in Box H and proceed to Step 3.

H. 9.0%

**STEP 3: Amount of Title IV Aid Earned by the Student**

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

9.0% × 3,464.00 = 311.76  
 Box H      Box G      Box I

**STEP 4: Title IV Aid to be Disbursed or Returned**

- ▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**

From the amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

311.76 - 3,464.00 = 0.00  
 Box I      Box E      Box J

**Step 1:** The student's awards are entered as either "Disbursed" or "Could Have Been Disbursed" to determine total Title IV awards.

**Step 2:** Percentage of aid earned is determined based on how many days the student completed out of the total days in the period.

**Step 3:** Amount of aid earned is determined by multiplying total awards by percentage earned.

**Step 4:** Determines whether aid needs to be disbursed or returned. Determines how much of the student's aid is "unearned".

**STUDENT FINANCIAL SERVICES  
RETURN OF TITLE IV FUNDS (R2T4) POLICY**



**STEP 4: Title IV Aid to be Disbursed or Returned (Continued)**

**K. Title IV aid to be returned**  
From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

3,464.00	-	311.76	=	3,152.24
Box E		Box I		Box K

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional Charges for the Period.**

Tuition	3,550.00
Room	
Board	
Other	65.00
Other	181.25
Other	164.35
<b>Total Institutional Charges (Add all the charges together)</b>	<b>L. 3,960.60</b>

**M. Percentage of unearned Title IV aid**

100.0%	-	9.0%	=	91.0%
		Box H		Box M

**N. Amount of unearned charges**  
Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).

3,960.60	×	91.0%	=	3,604.15
Box L		Box M		Box N

**O. Amount of school to return**  
Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

		<b>O. 3,152.24</b>
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**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed for each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FDLP / FFELP	1,979.00
2. Subsidized FDLP / FFELP	1,173.24
3. Perkins Loan	0.00
4. PLUS FDLP / FFELP (Grad Student)	0.00
5. PLUS FDLP / FFELP (Parent)	0.00
<b>total loans the school must return P.</b>	<b>3,152.24</b>
6. Pell Grant	0.00
7. Academic Competitiveness Grant	0.00
8. National SMART Grant	0.00
9. FSEOG	0.00
10. TEACH Grant	0.00

**STEP 7: Initial Amount of Unearned Title IV Aid from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

3,152.24	-	3,152.24	=	0.00
Box K		Box O		Box Q

▶ If Box Q is < or = zero, **STOP**. If > zero, go to Step 8.

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

3,464.00	-	3,152.24	=	311.76
Box B		Box P		Box R

▶ If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.  
▶ If Box Q is greater than Box R, Proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**  
From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

0.00	-	311.76	=	0.00
Box Q		Box R		Box S

**T. Amount of Title IV grant protection**  
Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

0.00	-	50.00%	=	0.00
Box F				Box T

**U. Title IV grant**  
From the initial amount of unearned Title IV aid due from the student (Box S) subtract the amount of loans to be repaid by the student (Box T).

0.00	-	0.00	=	0.00
Box S		Box T		Box U

▶ If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

**STEP 10: Return of Grants Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he/she is responsible (Box U). The grant funds returned by the student are applied to the following sources in order indicated, up to the total amount disbursed from that grant program minus any grant funds that the school is responsible for returning to that program in Step 6.  
**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

**Title IV Grant Programs:**

Title IV Grant Programs	Amount to Return
1. Pell Grant	
2. Academic Competitiveness Grant	
3. National SMART Grant	
4. FSEOG	
5. TEACH Grant	

**Step 5:** Tuition, book, and technology fee charges are utilized to determine unearned charges. This is compared to the unearned aid, and the lesser of the two is returned.

**Step 6:** Order in which funds are returned.

**Steps 7 & 8:** Determines the portion of the student's loan disbursement that was not returned by the school.

**Step 9:** Determines if the student is responsible for returning grant funds. If so, Strayer returns these funds on the student's behalf.

**Step 10:** Order in which grant funds are returned.