



## **Pontificia Universidad Católica Madre y Maestra (PUCMM)**

Financial Aid Office  
William D. Ford Direct Loan Program

### ***INSTITUTIONAL REFUND POLICY FOR STUDENTS WHO WITHDRAW***

The PUCMM's institutional reimbursements policy is included in the current Tuition Payment Dispositions, previously mentioned, in section 4.

The enrollment fee is not reimbursable. The University only reimburses to the student's tuition payments or any other service in the cases of total withdrawal of the semester or summer course, for justified causes.

In case of total withdrawal of the period before the fourth week of classes, if the University considers the student has a justified cause, the cost of credits and other charges may be reimbursed, retaining the Institution the payment corresponding to the registration fee, which, in all cases, is non-refundable. If the withdrawal is made after the fourth week of classes, the University will retain, besides the registration fee, payments that should be made up to the date of withdrawal.

The student will present a communication to the Vice-Rector of Finance and Management explaining the reasons for withdrawing and a copy of the withdrawal receipt, signed and stamped by his academic department. In case of unjustified withdrawal, at any time during the period, the student will pay all charges. If the student has a scholarship, institutional financial aid or any other type of economic financial assistance, the amounts to be paid will be charged to the student's account.

It is considered a justified cause, diseases, handicap or any physical disability that prevents the student to attend classes, or that limits the comprehension of the subjects. These causes must be accompanied by a medical certificate issued by a professional in the medical practice in the Dominican Republic, recognized by this University. In such cases, PUCMM will charge the total costs of the registration fees and will reimburse the total costs of the courses enrolled not taken. (Reference: Section 4 of the current Tuition Payment Disposition).

The student who does not formalize the first registration will not have a debt with the University. For subsequent semesters and summers, the student will pay for the third part of the cost of the pre-registered subjects not registered based on established deadlines.

## RETURN OF TITLE IV FUNDS POLICY

Federal Title IV Loans are awarded under the assumption that the student will attend college during all periods for which funding is approved. If a student participating in the Program makes a total withdrawal of subjects, may not be eligible to receive all of the funds that were approved. In this case, the amount of loan earned by the student must be determined, through the calculation of Return of Title IV Funds (R2T4).

Attendance at PUCMM is mandatory. A student is considered to be officially withdrawn when he/she makes the withdrawal process of the subjects enrolled in the period, in the Department of his/her career, within the deadline established in the academic calendar for those purposes.

In the event that the student does not achieve the minimum attendance required for a subject during the academic period, the Registrar's Office assigns the final grade of "FN" (failure due to excessive non-attendance), as indicated in the Student Academic Procedures Manual.

Pursuant to Federal Title IV Regulations for students participating in the Federal Direct Loan Program, a withdrawal is considered if the student ceases to attend classes for a period. For purposes of calculating the possible return of title IV funds, the Registrar's office will provide the official withdrawal date.

For those students who receive federal aid and are enrolled at the Institution and withdraw before 60% point-in-time of the registered period, it is required to calculate the Return of Title IV aid through a prorated method not by the University's regulations.

Under the prorated method, the Institution reimburses the portion that has been charged to the student and paid to the University, which corresponds to the remaining days of attendance up to the date of his/her withdrawal. The remaining portion will be calculated under the following formula and will be rounded up to the nearest fourth decimal:

$$\frac{\text{Remaining weeks not enrolled}}{\text{Total weeks of enrollment period}}$$

Each academic period the Financial Aid Office verifies in the system the students participating in the Federal Direct Loan Program who make withdrawals of subjects, either partial or total with the purpose of updating their status. Those students who make a total withdrawal, the refund of funds is calculated using the R2T4 refund form.

Title IV regulations establishes that Financial Aid Office of Institutions determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student, as outlined below.

The return of funds policy follows these steps.

- **Determine the percentage of the enrollment period completed by the student.**

**Formula:**

Days Attended ÷ Days in Enrollment Period = Percentage Completed

Note: If the calculated percentage exceeds 60%, then the student has “earned” all Title IV aid for the enrollment period.

Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.

Total Aid Disbursed x Percentage Completed = Earned Aid

- **Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.**

Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

If the aid already disbursed equals the earned aid, no further action is required by the Financial Aid Officer. If the student loan already disbursed is less than the earned aid, a post withdrawal disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Some prorated institutional charges that will result in the reimbursement amount can be excluded:  
– Reasonable administrative Expenses that do not exceed the lesser amount between US\$100 and 5% of the institutional charges.  
– Documented Costs of any equipment loaned to students not returned or returned in bad conditions within 20 days of their withdrawal.

The practical examples of Direct Loans refund policies are available at the Financial Aid Office.

For overpayments awarded, the student has the commitment to reimburse to the Federal Student Loan Program over awards included in the loan disbursements received by the student.

The reimbursements and payments done by the beneficiaries of Federal Direct Loan Program must be distributed in the following order established by law and regulations:

1. Federal Direct Unsubsidized loan
2. Federal Direct Subsidized loan
3. Federal Graduate or Parent Plus loan
4. Other Programs of Federal Student Aid
5. Other federal, state, private or institutional sources of aid.
6. The student

If the resulting percentage is less than or equal to 60%, the student must return funds. The University proceeds to return the amount corresponding to the University on behalf of the student to the Department of Education and charges the same amount to the student's student account. This process is done within 45 days of the withdrawal determination. Then, the university makes the corresponding adjustment in the student's COD account and updates the student's status in the National Student Loan Data System (NSLDS).

The student will be notified in writing of the implications of his/her withdrawal, the amount to be repaid, and the loan servicer to which he/she must repay the funds, as well as his/her repayment responsibility and to communicate with the loan servicer.

The student is called to the Financial Assistance Office to receive a letter and his/her NSLDS Loan statement. In case the student does not attend the appointment, the communication is sent by mail, no later than 30 days after the determination of withdrawal.

### **Post Withdrawal Disbursements (PWD)**

If, according to the Return of Title IV Funds calculation, the student did not receive all the funds earned, the student may be eligible for a post-withdrawal disbursement. In the event that the student is eligible for a PWD, the university will make the disbursement to the student no later than 180 days after the determination of eligibility for the late disbursement.

This post-withdrawal disbursement cannot be for a second disbursement or a consecutive disbursement of Federal Direct Loans.

Post-withdrawal disbursement will not be effective for a first year, first time borrower receiving a federal loan unless the new student has completed 30 days of enrollment at PUCMM.

### **Process of notification and confirmation of post-withdrawal disbursements**

PUCMM University will offer, through a communication to the student or parent (in case of parent plus loan), the post-withdrawal disbursement within a period of no more than 30 days from the date of determination of the student's eligibility for the post-withdrawal disbursement.

The student or parent must confirm in writing whether or not to accept all or part of the disbursement within 14 days.

In case the student or parent does not confirm in writing to the Financial Aid Office of PUCMM within 14 days the decision to accept all the funds or part of it; the University may not disburse the earned funds. In this case, the student or parent is notified in writing of the final decision.

If the student or parent does not confirm his/her decision, the university will not make the post-withdrawal disbursement of the Federal Loan.

The University will only collect the student's current period charges. The student must authorize PUCMM in writing, using the corresponding form, to pay for other than current charges.

### **Grace Period**

The student's grace period for loan repayments for Federal Subsidized and Unsubsidized Direct Loans will begin on the day of the withdrawal from the University. The student should contact the loan servicer if they have questions regarding their grace period or repayment status.