Student Costs and Financial Aid Policies

Tuition and Fees .................................................................18
Guaranteed Tuition Program .............................................19
Approximate Cost per Semester .......................................19
Payment Options ..............................................................19
Refund Policy .................................................................20
Financial Aid .................................................................20
Types of Aid Offered .......................................................20
Grants ............................................................................20
Federal Work Study ........................................................20
BIA ..................................................................................21
Veterans Services ..........................................................21
Vocational Rehabilitation ...............................................21
Scholarships and Tuition Waivers ...................................21
Satisfactory Academic Progress and Financial Aid Procedures ..........21
Withdrawal and Return of Title IV Funds Policy .................22
Tuition and Fees

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Fees*</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma Residents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>$117.35</td>
<td>$72.45</td>
<td>$189.80</td>
</tr>
<tr>
<td>Online Courses</td>
<td>117.35</td>
<td>152.45</td>
<td>269.80</td>
</tr>
<tr>
<td>Adult Degree Completion</td>
<td>203.00</td>
<td></td>
<td>203.00</td>
</tr>
<tr>
<td>RSU Guaranteed</td>
<td>134.65</td>
<td>72.45</td>
<td>207.40</td>
</tr>
<tr>
<td>Graduate</td>
<td>155.65</td>
<td>72.45</td>
<td>228.10</td>
</tr>
<tr>
<td>Nonresidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>$352.05</td>
<td>$72.45</td>
<td>$424.50</td>
</tr>
<tr>
<td>Online Courses</td>
<td>352.05</td>
<td>152.45</td>
<td>504.50</td>
</tr>
<tr>
<td>Adult Degree Completion</td>
<td>466.00</td>
<td></td>
<td>466.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>420.80</td>
<td>72.45</td>
<td>493.25</td>
</tr>
</tbody>
</table>

*RSU Fees per credit hour include:
$10.75 facility fee #1, $4.50 facility fee #2, $4.50 facility fee #3, $21.85 activity fee, $2.75 assessment fee, $5.50 library fee, $11.60 technology fee, and $2.00 parking fee, $2.25 health fee, $6.75 security fee.
*RSU Online course fees per credit hour include: all fees listed above and $80.00 service fee.

Institutional policies must adhere to the policies of the Oklahoma State Regents for Higher Education. The tuition and fees may be changed at their discretion.

Additional Fees

- Application fee $20.00
- Distance Learning/Telecourse fee 20.00 per credit hour
- Remedial fee 20.00 per credit hour
- Research fee 10.00 per credit hour
  - -BIOL 4602
  - -BIOL 4801
  - -CC 4513
  - -SBS 4513
- EMS Program fee 26.00 per credit hour
- Nursing Program fee 53.00 per credit hour all 1000 & 2000 level courses and PHAR 2113
- Student Retention fee 12.00 per credit hour on all 1000 & 2000 level courses
- Academic Excellence 5.00 per credit hour on all 3000 & 4000 level courses
- Lab fees 35.00 per course
- Cultural & Recreational fee 10.00 per semester
- Records fee 5.00 per semester
- Graduation fee 40.00 per degree check
- Replacement ID Card 20.00

International Fees

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>International fee (Fall &amp; Spring)</td>
<td>$478.55</td>
<td>$669.97</td>
</tr>
<tr>
<td>International fees (Summer)</td>
<td>10.00 per semester</td>
<td></td>
</tr>
<tr>
<td>International Health Insurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nursing and Emergency Medical Service Fees

- NURS 4013 $25.00
- HLSC 1813 $20.00

Drug Testing Fee

- EMS 1108 $26.00
- EMS 1124 $26.00
- EMS 2104 $26.00

Business and Technology Enrichment

$7.00 per Credit Hour Fee

- All ACCT All MGMT
- All BADM All MFMG
- All CS except CS 1113 All MKTG
- All ECON All SCMT
- All ENTR All SPMT
- All FINA TECH 3000 & 4000 level
- All IT courses only

Drug Testing Fee

- EMS 1108 $26.00
- EMS 1124 $26.00
- EMS 2104 $26.00

Business and Technology Enrichment

$7.00 per Credit Hour Fee

- All ACCT All MGMT
- All BADM All MFMG
- All CS except CS 1113 All MKTG
- All ECON All SCMT
- All ENTR All SPMT
- All FINA TECH 3000 & 4000 level
- All IT courses only

Studio Arts and Graphic Design

$20.00 per Course Fee

- ART 1103 ART 2383 ART 3523
- ART 1203 ART 2413 ART 3543
- ART 1213 ART 2423 ART 3553
- ART 1223 ART 2453 ART 3613
- ART 1323 ART 2553 ART 3633
- ART 1413 ART 2813 ART 3883
- ART 1423 ART 3113 ART 3943
- ART 1833 ART 3123 ART 4243
- ART 1913 ART 3223 ART 4433
- ART 2033 ART 3233 ART 4853
- ART 2113 ART 3413 ART 4953
- ART 2213 ART 3443 CS 2163
- ART 2353 ART 3463
Guaranteed Tuition Program

The State of Oklahoma adopted a Guaranteed Tuition Program, effective in 2008-2009. First-time RSU students can lock in tuition rates for the duration of their undergraduate education, but not longer than four consecutive academic years.

Important points to consider:
• Students must sign up when they enroll. This is the student's responsibility. Once a student has enrolled without registering for the guaranteed program, they are no longer eligible.
• Students must be first-time RSU students, including freshmen and transfer students.
• Students must maintain full-time status. Full-time status at RSU is 12 hours each semester.
• The Guaranteed Tuition Program is for tuition only. The state's public colleges and universities also charge fees, which are not covered by this program.
• Guaranteed tuition rates can be higher - as much as 115 percent - than the non-guaranteed tuition rate.

Five-year History of RSU Tuition Rates:

<table>
<thead>
<tr>
<th>Year</th>
<th>Tuition Only</th>
<th>Percent increase from previous year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>$95.95</td>
<td>5.5%</td>
</tr>
<tr>
<td>2011-12</td>
<td>$100.75</td>
<td>5.0%</td>
</tr>
<tr>
<td>2012-13</td>
<td>$108.75</td>
<td>7.9%</td>
</tr>
<tr>
<td>2013-14</td>
<td>$110.90</td>
<td>2.0%</td>
</tr>
<tr>
<td>2014-15</td>
<td>$117.35</td>
<td>5.8%</td>
</tr>
</tbody>
</table>

Guaranteed and non-guaranteed tuition rates for the 2015-16 academic year are subject to change at the discretion of the Oklahoma State Regents for Higher Education. For more information, contact the Office of the Bursar at 918-343-7558 or 918-343-7559.

Approximate Cost per Semester

<table>
<thead>
<tr>
<th></th>
<th>OklahomaResidents</th>
<th>Nonresidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees for 15 hours</td>
<td>$2,862.00</td>
<td>$6,382.00</td>
</tr>
<tr>
<td>Room (Semi-Private to 1 bedroom)</td>
<td>2,227.50 to 2,227.50</td>
<td>2,745.00* to 2,745.00*</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>1,390.00 to 1,625.00</td>
<td>1,390.00 to 1,625.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>+ 1,000.00</td>
<td>+ 1,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>$7,479.50 to $8,232.00</td>
<td>$10,999.50 to $11,752.00</td>
</tr>
</tbody>
</table>

*The lowest to the highest priced options are provided with additional housing options within the price range. Rent includes cable television, high-speed internet access, and all utilities. Requires $200.00 housing deposit. All residents are assessed an annual cleaning fee of $50.00.

All students living in either University Village complex are required to purchase a meal plan ranging from $1,390.00 to $1,625.00 per semester which can be used in the Hillcat Hut or Chapman Dining Hall. Additional fees are not included in cost estimates. Any incidental commuting costs should be added to the above totals.

Failure to receive a statement will not exempt a student from penalties. It is the student’s responsibility to determine his/her financial obligation and how it is to be met.

Payment Options

Financial Aid
Financial Aid recipients must have received an award letter by the first day of the semester from the Rogers State University Office of Financial Aid for payment to be deferred.

Service Fee Charge
Students who have not paid in full, established a payment plan, or do not have pending financial aid disbursements by the end of the Add/Drop period will be assessed a $40.00 Service Fee Charge.

Pay by telephone 918-343-7558 or 918-343-7559
VISA, Mastercard, and Discover are accepted.

Make monthly payments online
RSU offers a payment plan through FACTS/Nelnet Business Solutions.
Steps to enroll in the payment plan online:
• Open www.rsu.edu
• Click Current Students
• Click Hillcat Hub
• Follow login instructions (for username and password)
• Select campus connect
• Select account info
• Select review/pay account
• Select appropriate term
• Select FACTS payment plan (scroll to bottom of page)

Pay on campus
Payment may be made in person on the Claremore and Pryor campuses.

Pay by mail
Mail-in payment for enrollment is accepted. A receipt will not be mailed to you, but may be picked up in the Office of the Bursar. Make checks payable to Rogers State University and record your student ID number on the check. Address mail-in payments to: Rogers State University, Office of the Bursar, 1701 W. Will Rogers Blvd., Claremore, OK 74017.

Delinquent Payments
Until and including the last day of final examinations, students may pay their delinquent accounts by paying tuition, fees, and charges. Students settling their delinquent accounts after the last day of final examinations will be charged an additional penalty. The additional late payment charge is $50.00.

Unpaid accounts as of the last day of final examinations will be sent to the University’s legal department for collection.
Student Costs and Financial Aid Policies

Refund Policy

Tuition and Fees: Tuition and fees will be refunded based on the schedules mandated by the Oklahoma State Regents for Higher Education.

Withdrawing/Dropping: Withdrawal from classes after the first two weeks of a fall or spring semester and first week of a summer term (census date) does not relieve students of their financial obligation to the University, and these students will be charged 100% of the tuition and fees due the University. Students must complete and sign a withdrawal form from the Office of the Registrar. Withdrawals cannot be completed by phone. Students must drop from regular 16-week classes during the first two weeks to receive a refund.

REFUND TIME TABLE

<table>
<thead>
<tr>
<th>Term</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>12 weeks</td>
<td>1 1/2 weeks</td>
</tr>
<tr>
<td>8 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Under 8 weeks</td>
<td>First business day, after the first day of class.</td>
</tr>
</tbody>
</table>

*Short-term classes are classes that meet less than 16 weeks for fall or spring or 8 weeks for summer.

Delinquent payment of charges will not constitute grounds for withdrawal. The charges will be carried forward to the next semester, at which time all fees and charges must be cleared prior to any new enrollment. Students leaving the University will find their official records and transcripts tagged, and these records will not be released to other persons, institutions, or agencies until all debts are paid.

Credit Balance Refunds

The Office of the Bursar uses the Higher One Refund Card to refund credit balances on student accounts. A credit balance may come from payment of grants, scholarships or loans credited to a student's account, from overpayment of charges, or from adjustments for tuition, fees, or housing. Financial aid funds disbursed to a student's account are first credited to the student's educationally related charges of tuition, fees, room, board and books or other charges as authorized by the student. Once education expenses are paid in full and if a credit balance remains, the credit balance is refundable to the student.

Financial Aid

The Office of Financial Aid is committed to assuring students’ academic success by helping students meet their education-related goals and expenses. Students must meet Department of Education eligibility requirements and submit the Free Application for Federal Student Aid (FAFSA) each academic year. Rogers State University (Code #003168) must be listed as a college to receive the FAFSA information. By listing RSU on the FAFSA, the Office of Financial Aid will be able to determine a student's eligibility for aid. The FAFSA should be completed by the date listed on the FAFSA (March 1) to be considered for state grant eligibility. FAFSAs completed after March 1 will be considered for federal and institutional funds.

To maintain eligibility for Title IV funds, students must attend courses and meet or exceed satisfactory academic progress (SAP) requirements, both qualitative and quantitative, as required by the Department of Education and as defined by Rogers State University. Students should be aware of their SAP status at the end of each semester. If in need of assistance, students are encouraged to contact the Financial Aid Office.

TYPES OF AID OFFERED

Every effort is made to describe programs, services, requirements, and costs accurately. The University reserves the right to make changes and alterations in any of these areas as the need arises. For up-to-date information, please contact the Office of Financial Aid.

Federal Pell Grant – The Pell Grant is a federally sponsored program offered to students enrolled in one or more credit hours. Lifetime eligibility is limited to 600%, or the equivalent of 12 full-time semesters.

Federal SEOG Grant – The Supplemental Educational Opportunity Grant is a federally sponsored, need-based program designed to provide additional assistance to students.

Federal Direct Loan – The Direct Loan Program is available to undergraduate students (subsidized/unsubsidized) with need, as determined from a needs analysis and who are enrolled in at least six credit hours. The 150% Direct Subsidized Loan Limit applies only to “first-time borrowers” on or after July 1, 2013. Direct unsubsidized loans are available to graduate students enrolled at least half-time.

Federal Direct Plus Loan – The Parent Plus loan is available to parents of dependent students, is not need-based, and requires a credit check. The Graduate Plus Loan is available to graduate students and requires a credit check.

Federal Work Study – The Federal Work Study Program is a federally sponsored, need-based program that provides wages for students to help pay college related expenses.

OTAG – The Oklahoma Tuition Aid Grant is a state-sponsored, need-based program designed to help pay tuition costs. To be eligible, a student must be enrolled in at least six credit hours, be a resident of Oklahoma and meet other eligibility requirements. Application is made by completing the FAFSA.

Oklahoma’s Promise – Oklahoma’s Promise is a program administered by the Oklahoma State Regents for Higher Education that covers general tuition costs. Students must apply during their eighth, ninth, or tenth year of school. This program has other specific requirements during high school and thereafter that must be met to remain in the program. Further information can be obtained from the OSRHE website or high school counselors.

Scholarships and Tuition Waivers – RSU offers many types of scholarships for undergraduate students. Applications are available online and in the Financial Aid Office. Early application is encouraged, with a priority deadline of March 1. Honors and President’s Leadership Class applications are due February 1. Students should also complete a FAFSA by March 1.
Application screening will begin in March of each year for selection of the upcoming fall recipients.

1. Tuition Waiver Scholarships – Merit based scholarships are based on academic performance demonstrated by high school grades, rank or ACT scores. In addition to scholastic accomplishments, scholarships are also awarded on the basis of leadership or major. Scholarships are available to students in both baccalaureate and associate degree programs. Oklahoma residents over the age of 65 who wish to audit courses can apply for a tuition only waiver.

2. Foundation Scholarships – The RSU Foundation offers a variety of endowed scholarships, restricted and unrestricted scholarships. These scholarships are funded through donations from alumni and other gifts to the RSU Foundation. A complete list of scholarships and endowments, along with eligibility criteria, is available on the RSU website.

3. Oklahoma State Regents’ Academic Scholars Program
   – The Oklahoma State Regents for Higher Education offer the Academic Scholars Scholarship and the Baccalaureate Scholarship. Academic Scholars are nominated by the President of Rogers State University based on ACT scores that fall within the 99.5 to 100 percentile levels or high school grade point average, class rank, national awards, scholastic achievements, and honors. The Baccalaureate Scholarship is based on ACT scores that fall within the 99.5 to 100 percentile levels.

Veterans Services – RSU is fully certified by the Oklahoma State Accrediting Agency to the Veterans Administration as an approved training institution. RSU maintains a Veteran’s Affairs Office for the convenience of veterans and their dependents. Through this office, veterans and their dependents can receive information about educational benefits available under the appropriate Title(s) of the United States Code. Students may receive information and applications on these programs by contacting the Veterans Coordinator at 918-343-7547, by visiting the Veterans Affairs Office located in the Office of Admissions in Markham Hall on the Claremore campus, or by visiting the RSU website at www.rsu.edu.

BIA – This grant is made available to Native American students with a Certificate of Degree of Indian Blood (CDIB) card. Students are normally required to file a FAFSA. Students should contact their tribal higher education office for more information.

Vocational Rehabilitation – The Oklahoma Department of Rehabilitative Services offers assistance with expenses for students who meet program requirements. Students should contact the appropriate state agency for more information.

Satisfactory Academic Progress Policy and Financial Aid Procedures

Federal regulations (34 CFR 668.34) require an institution to establish a reasonable academic progress policy for determining whether a student is making satisfactory academic progress in his or her educational program and whether that student may receive assistance under the Title IV, Higher Education Act (HEA) programs. RSU has also applied the same Satisfactory Academic Progress (SAP) Policy to determine continued eligibility for institutional-based financial aid (i.e., institutional work study, tuition waivers, scholarships). SAP status is available to students via their Hillcat Hub Financial Aid page.

Students are encouraged to become familiar with the RSU Satisfactory Academic Progress Policy.

I. QUALITATIVE AND QUANTITATIVE REQUIREMENTS

A. Both qualitative and quantitative standards for satisfactory academic progress shall be applied uniformly to ALL students whether or not the student has previously participated in Title IV programs.

B. In order to satisfy both qualitative and quantitative requirements, ALL students must satisfy the following described minimum standards:

   Hours attempted | 1-30 | 31 or more
   Cumulative G.P.A. | 1.70 | 2.00

   Percentage of total hours successfully completed to stay on pace: 70%

   C. Grades of F, AW, W, N, NP, AU, I, and U will be considered hours attempted, not as hours satisfactorily completed.

   D. Cumulative grade point average and maximum time-frame (total hours attempted not to exceed 150% of the educational program) will both be calculated by the Office of Financial Aid and shall be used in determining a student’s eligibility to participate in the Title IV programs.

   Note: Title IV funds will pay for one repeat of a course previously passed. Courses previously passed more than once will not be considered as part of enrollment status when packaging financial aid.

II. LIMITATION OF STUDENT ELIGIBILITY

A. ALL students enrolled in a degree program may attempt 150% of the hours required in pursuit of the degree: two-year degree – 98 hours; four year degree – 189 hours. If a student exceeds the maximum allowable hours, the student will no longer be eligible to receive financial aid.

B. Students who transfer or change majors are allowed to submit an Attempted Hours Appeal Form, signed by their academic advisor, to the Financial Aid Office. Financial Aid Counselors will use professional judgment to determine whether to extend financial aid eligibility beyond the maximum timeframe.

III. ACADEMIC PROGRESS POLICY EVALUATION

A. All students enrolled in RSU courses are evaluated at the end of each semester/term after the Office of the Registrar releases official grades. Students participating in the Title IV programs will be notified of any changes to their academic progress status, their financial aid, or both. Failure to receive notification will not change a student’s financial aid...
academic progress status. Not enrolling for one or more terms does not remove a probation or suspension status.

IV. CONTINUING AND TRANSFER STUDENTS

A. Continuing RSU students who apply for financial aid for the first time must meet the minimum acceptable qualitative and quantitative requirements described above in order to receive aid. Transfer students who do not meet the minimum acceptable qualitative and quantitative requirements after their first semester of attendance will be placed on financial aid warning or suspension accordingly.

V. ACADEMIC PROGRESS STATUS

A. Warning Status
   The first time a student fails to meet the qualitative or quantitative requirements of the Satisfactory Academic Progress (SAP) Policy the student will be placed on financial aid warning. Students in a “warning” status may receive financial aid for one semester without requesting an appeal. Failing to meet any one of the SAP measurements during the warning period will place a student on suspension. The only exception is for exceeding the maximum hour limit, which results in immediate suspension.

B. Suspension
   Students who fail to meet any of the SAP requirements during a warning period will be placed on financial aid suspension and will lose financial aid eligibility. A student is eligible to appeal a financial aid suspension with the Financial Aid Office. Students may choose not to appeal and attempt to meet SAP requirement and reestablish financial aid eligibility while paying out of pocket without the benefit of financial aid.

C. Probation
   Students who fail to make SAP and are granted an appeal due to mitigating circumstances (i.e., death in family, illness, accident) are placed on Probation status. Students on probation are eligible to receive financial aid as long as they meet the requirements of their Academic Plan. At this point, students will remain on probation status until satisfactory SAP measures have been met. Students who fail to meet the requirements of the Academic Plan will be placed back on suspension status.

VI. FINANCIAL AID SUSPENSION APPEAL PROCEDURE

A. Students who have their financial aid eligibility suspended may appeal to the Financial Aid Office. Suspensions for GPA, Pace and Maximum time frame are all appealable. Appeals for conditions causing extreme hardship to the student or extenuating circumstances will be considered on a case-by-case basis. Submitting an appeal does not guarantee approval of the appeal. Notification of approval or denial will be by letter and/or email to the student’s RSU email address. The decision of the Financial Aid Office is final.

B. The appeal can be submitted to the Financial Aid Office in person, by fax (918-343-7598), email (finaid@rsu.edu) or mail (RSU Office of Financial Aid, 1701 W Will Rogers Boulevard, Claremore, OK 74017-3252). Students may appeal SAP a limited number of times during their entire enrollment at RSU.

An appeal must include two of the following:
- RSU Financial Aid Suspension Appeal Form which includes a written detail of extenuating circumstances and plans for future success; and
- Supporting documentation (i.e., physicians statement, police report, death certificate); or
- Attempted Hours form for Maximum time frame

C. Students who are granted an appeal must schedule an appointment with a Financial Aid Counselor and will subsequently be placed on a Financial Aid SAP Academic Plan. The minimum requirements will consist of at least a 2.0 GPA and a 70% completion rate. Student progress while on an Academic Plan will be evaluated at the end of each enrollment period.

D. Students who are denied an appeal may reestablish financial aid eligibility only by meeting the SAP cumulative standards and paying costs by means other than federal financial aid.

WITHDRAWAL AND RETURN OF TITLE IV FUNDS POLICY

A. All RSU students are awarded Title IV funds under the assumption that they will remain enrolled and attend courses for the entire payment period or period of enrollment. Students who withdraw from all classes prior to completing 60% or more of the payment period will have their aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the period will have “earned” only 30% of any Title IV aid received.
The school and/or the student must return the remaining 70%. In addition, aid will be adjusted accordingly for students reported as “never attended” one or more courses.

**TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**

The RSU Financial Aid Office strives to help students make informed decisions regarding withdrawal and to understand that a withdrawal potentially affects their academic as well as financial status.

A. This policy shall apply to students who withdraw, quit attending or who are expelled from RSU and receive aid from Title IV funds. Title IV funds refer to the types listed below and will be returned in the following order:

1. Direct Unsubsidized Loans
2. Direct Subsidized Loans
3. Direct PLUS Loans
4. Pell Grant
5. Federal SEOG
6. Iraq and Afghanistan Service Grant

B. A student’s withdrawal date is:

1. The date the student began the institution’s official withdrawal process (as described in the RSU Bulletin) or officially notified the institution of intent to withdraw; or
2. The midpoint of the period for a student who leaves without notifying the institution or with no recorded last date of academically related activity;
3. The student’s last date of academically related activity

**TYPES OF WITHDRAWALS**

A. There are two types of withdrawals used when calculating how much aid a student has earned, Official and Unofficial.

1. Official Withdrawal- student completes proper paperwork with the Office of the Registrar to be officially withdrawn from classes prior to the end of the withdrawal period. Students who officially withdraw must meet with a Financial Aid Counselor to discuss the impact of the withdrawal on SAP and possible financial aid implications. Students who officially withdraw will earn a grade of W.
2. Unofficial Withdrawal- student stops attending courses prior to the end of the semester without completing the official withdrawal process.

**CALCULATION OF EARNED FINANCIAL AID**

A. Regulations require schools to calculate and return any unearned funds within 45 days of the calculation. The Return of Title IV funds calculation process is performed in the RSU Financial Aid Office every two weeks using the R2T4 program offered by the Department of Education.

The following formula is used to determine the percentage of earned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days in length).
- The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percent earned is equal to 100 percent minus the percent unearned.

**POST WITHDRAWALS**

A. In some cases a student may have earned more aid than was disbursed at the time of withdrawal.

1. Determination of eligible post-withdrawal disbursement will be determined by the RSU Financial Aid Office for credit or repayment. A student may be eligible for a post-withdrawal disbursement if the student earned more aid than was disbursed for the period the student attended. RSU may automatically use all or part of a student’s grant funds for tuition, fees, room or board charges on the student’s account with the Bursar’s Office.
STUDENTS ENROLLED IN ONE OR MORE SHORT TERM/MODULAR COURSES

A. The RSU Financial Aid Office will track enrollment in each module (a group of courses in a program that do not span the entire length of the payment period combined to form a term, for example, summer sessions) to determine if a student began enrollment in all scheduled courses. If a student officially drops courses in a later module while still attending a current module, the student is not considered as withdrawn based on not attending the later module. However, a recalculation of aid based on a change in enrollment status may still be required.

B. If a student ceases to attend a module, provides written confirmation to the RSU Financial Aid Office at the time of ceasing attendance that they plan to attend another module/course later in the same payment period, that student is not considered to have withdrawn from the term. If the student does not provide written confirmation of plans to return to school later in the same payment period or term, RSU will consider the student to have withdrawn and begin the R2T4 process immediately. However, if the student does return to RSU in the same term, even if they did not provide written confirmation of plans to do so, the student is not considered to have withdrawn after all and is eligible to receive the Title IV funds for which the student was eligible before ceasing attendance. The RSU Financial Aid Office will then reverse the R2T4 process and provide additional funds that the student is eligible to receive at the time of return.

WHEN A STUDENT FAILS TO BEGIN ATTENDANCE

A. If a student is reported as “never attended” all courses on the census date, all Title IV and institutional funds are removed from the student’s account. If a student receives financial aid, but is later determined to have never attended a course, the student’s aid is adjusted accordingly by the RSU Financial Aid Office and returned to the appropriate federal programs.

WHEN A STUDENT FAILS TO EARN A PASSING GRADE IN ANY CLASS

A. If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term (unofficial withdrawal), federal regulations require the school to determine whether the student established eligibility for financial aid. Eligibility is based on whether the student attended at least one class or participated in any academically related activity. All disbursed funds must be returned to the respective federal and institutional aid programs if the student cannot prove that he/she began attendance. For more information regarding this topic see the section STUDENTS WHO RECEIVE ALL FAILING GRADES AT THE END OF THE TERM.

STUDENTS WHO RECEIVE ALL FAILING GRADES AT THE END OF THE TERM

A. When a student fails to earn a passing grade in at least one class for the term, federal regulations require the school to determine whether the student established eligibility for funds disbursed by attending at least one class or participating in any academically related activity. If the school cannot verify that the student attended classes, all financial aid must be repaid to the federal and institutional programs. The student’s bursar account will be charged and the student will be responsible for any balance due.

B. Students who are able to verify a last date of an academically related activity other than reported may submit supporting documentation to the RSU Financial Aid Office. Students must submit supporting documentation within 30 days from the last date of the term. Recalculations for aid eligibility will not be performed for documentation received after that date.

REPAYMENT CALCULATION PROCESS

A. Once grades are posted for a student who receives all failing grades (unofficial withdrawal), all unearned aid will be returned to the federal programs and the student's bursar account will be charged. The Financial Aid Office will email and mail a letter of notification to the student's permanent address on file with the Registrar’s Office. The student's bursar account will be updated, and the student will be responsible for any balance due. A statement reflecting these charges will be sent to the student by the Bursar's Office.

RETURN OF TITLE IV FUNDS FOR STUDENTS ENROLLED IN MODULES

A. New regulations provide for consistent and equitable treatment of students who withdraw from a program measured in credit hours, regardless of whether courses in the program span the entire period or consist of shorter modules within the entire period.

B. A student is considered to have withdrawn from a payment period or period of enrollment in which the student began enrollment if the student ceased attendance in all scheduled courses without completing all of the days the student was scheduled to complete in the period.
C. If a student provides written confirmation to the RSU Financial Aid Office before ceasing to attend that he or she plans to attend another course later in the same payment period, the student is not considered to have withdrawn. For a nonstandard-term or non-term program, the next course the student plans to attend during the period must begin within 45 days after the end of the course the student ceased or failed to attend in order for the student not to be considered withdrawn. If a student does not resume attendance within the scheduled timeframe, the student is considered to have withdrawn as of the date on which attendance ceased.

D. Without written confirmation of plans to attend a later course in the same payment period, a student is considered to have withdrawn. The RSU Financial Aid Office will perform a return of Title IV funds (R2T4) calculation to determine if any funds must be returned. However, if the student does return to school in the same period without written confirmation, the student is not considered to have withdrawn and is eligible to receive Title IV funds. The Financial Aid Office will reverse the R2T4 process and calculate eligibility at the time of return.

E. This applies to all programs offering courses shorter than an entire term, including the summer term.

REPAYMENT CALCULATION OF UNEARNED AID AS A RESULT OF WITHDRAWAL

Students who received federal funds will be required to repay “unearned” aid as a result of a withdrawal. The RSU Financial Aid Office will return funds on the student's behalf to the appropriate federal program(s) and will notify the Bursar. A statement from the Bursar’s Office reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

INSTITUTIONAL AND STUDENT RESPONSIBILITIES IN REGARD TO THE RETURN OF TITLE IV FUNDS

A. Institutional Responsibilities

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to RSU as a result of a required return of funds;
4. Returning any earned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower’s holder of federal loan funds of the student’s withdrawal date;
5. Notifying the student and/or Plus borrower of eligibility for a Post-Withdrawal Disbursement, if applicable.

B. Student’s Responsibilities

1. Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses affects eligibility for Title IV aid;
2. Resolving any outstanding balance owed to the Bursar’s Office resulting from a required return of unearned Title IV aid;
3. Resolving any repayment to the U.S. Department of Education as a result of an overpayment of Title IV grant funds.

Note: The procedures and policies listed above are subject to change without advance notice based on changes to federal laws, federal regulations, or school policies. If changes are made, students must abide by the most current policy. The Federal Refund Policy (R2T4) is very encompassing and this is intended to be an overview of the policies and procedures that govern regulations pertaining to Title IV Refund (R2T4). For further guidance on R2T4 policies and procedures please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals. For more information, contact the RSU Financial Aid Office.