

## **TALMUDICAL INSTITUTE OF UPSTATE NEW YORK**

### **REFUND, WITHDRAWAL, AND RETURN TO TITLE IV**

#### **WITHDRAWAL POLICY AND PROCEDURES**

Any student who withdraws from a class or classes at TIUNY while the semester is in progress should inform the Dean or the Registrar's office, preferably in writing. The notification can be emailed to Rabbi Menachem Davidowitz at [tiunyfax@gmail.com](mailto:tiunyfax@gmail.com) or mailed to the administrative offices at TIUNY, ATTN: Rabbi Davidowitz, 769 Park Ave., Rochester, NY 14607. If applicable, Dean will relay this information to the Registrar's Office.

A student who withdraws from a class or classes may be entitled to a refund of tuition and fees. Adjustment of institutional charges and calculation of refunds will be based on the schedule that appears in the institutional refund policy, according to the date of withdrawal. For information on how institutional charges will be impacted by adding or dropping courses, please refer to the Add/Drop Policy.

At the beginning of each semester TIUNY confirms attendance in each course in which every student is registered. Attendance is confirmed again at the 60% point of the semester. This process enables the school to confirm enrollment for enrollment reporting purposes, and to determine if a student who withdraws without giving official notification has attended 60% of the semester. For information on how the student's enrollment status will be impacted by adding or dropping courses, please refer to the Add/Drop Policy.

If a student receives failing grades for all of his courses, the student will generally be considered as having unofficially withdrawn unless there is evidence that he completed the semester.

#### **INSTITUTIONAL REFUND POLICY**

Institutional charges for students who withdraw are adjusted according to the following schedule:

##### **Fall 24**

If the student is enrolled:	The student is responsible for:
Through 09/26/2024	20% of institutional charges for the semester

Through 10/11/2024	30% of institutional charges for the semester
Through 11/15/2024	40% of institutional charges for the semester
Through 11/28/2024	60% of institutional charges for the semester
No Adjustment to Institutional charges for withdrawals after 11/28/2024	

### **Spring 25**

If the student is enrolled:	The student is responsible for:
Through 02/27/2025	20% of institutional charges for the semester
Through 03/27/2025	40% of institutional charges for the semester
Through 05/06/2025	60% of institutional charges for the semester
No Adjustment to Institutional charges for withdrawals after 05/06/2025	

### **RETURN OF TITLE IV (RT24) FUNDS**

When a student who is receiving Title IV aid withdraws from all his classes during a semester and it has been determined that he does not meet an RT24 exemption, the institution performs an R2T4 calculation utilizing the Return to Title IV software provided by the U.S. Department of Education. The date of withdrawal used in the RT24 calculation is determined by the institution.

### **OFFICIAL WITHDRAWALS**

For a student who gave official notification, as described above, the date of withdrawal used for the R2T4 calculation is the date of notification. If there is documented attendance at an academically related activity at a later date, this may be used as the withdrawal date for the R2T4 calculation.

Generally, if a student officially withdraws before 60% of the semester has passed, he will be able to retain a prorated portion of the financial aid award based on the number of days attended and the number of days in the semester. If he withdraws after 60% of the semester has passed, he will most likely be able to retain all of the financial aid he has been awarded.

## UNOFFICIAL WITHDRAWALS

For a student who is confirmed to be in attendance at the beginning of the semester, and withdraws without giving official notification, the date of withdrawal is the midpoint of the semester. The student will be able to retain 50% of the Title IV funds disbursed or 50% of the amount that could have been disbursed.

If there is documented attendance at an academically related activity at a later date, this may be used as the withdrawal date for the R2T4 calculation. This will enable the student to retain a prorated portion of the financial aid award based on the number of days he attended and the number of days in the semester.

## RETURN OF TITLE IV FUNDS

If the calculation on the U.S. Department of Education's R2T4 system results in the need to return funds to the Title IV programs, funds will be returned to the various federal financial aid programs in the following order:

- i. Federal Pell Grants
- ii. FSEOG

Refunds and returns of Title IV funds will be made as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. Institutional charges that were previously paid by FSA funds might become a charge that the student will be responsible for paying.

## RETURNING UNEARNED AID

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student that he must repay the overpayment or make satisfactory arrangements to repay it.

The student's eligibility for additional *Title IV* funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

To extend his eligibility for *Title IV* funds beyond 45 days:

- a. The student may repay the overpayment in full to the school.
- b. The student may sign a repayment agreement with the school. **Two years is the maximum time a school may allow for repayment.**

**The** school will immediately refer for collection (to the Default Resolution Group) any student who violates the terms of the repayment agreement (including failing to repay the full amount within two years).

- c. The student may sign a repayment agreement with the Department.

If the student fails to take one of the positive actions listed above during the 45-day period, the school will report the student's overpayment to NSLDS and refer the student to the Default Resolution Group for collection.

## POST WITHDRAWAL DISBURSEMENTS

The RT24 calculation will determine if a student earned more funds than funds disbursed at the time of withdrawal. In this case, he qualifies for a post withdrawal disbursement of those funds.

A post withdrawal disbursement of Title IV funds may be credited to a student's account for current-year allowable charges such as tuition, fees, room and board, up to the outstanding amount of these charges. Current-year funds may also be used to satisfy prior-year charges of not more than \$200 for tuition, fees, and food and housing (provided by the school).

Any amount of the post withdrawal disbursement that is in excess of the balance of allowable charges will be disbursed to the student as soon as possible, but no later than forty-five days after the date of determination of withdrawal.

## CREDIT BALANCE PROCEDURES

If the R2T4 calculation results in a Title IV credit balance on the student's account, the amount of the credit will be disbursed to the student within fourteen days of the date of the R2T4 calculation.

## TIMELY PROCESSING OF REFUND CHECKS

TIUNY reviews bank accounts monthly, to ensure that all refund checks have cleared the account. In the event that a check has not cleared, the institution will notify the student that his refund check is outstanding. The student may also request a duplicate check if he misplaced the original check. Title IV funds will be returned to the Department of Education in the event they are left in the account 240 days from when the original check was issued.