

Refund and R2T4 Policy

A Return to Title IV (R2T4) calculation must be completed within 30 days for any student withdrawing from all classes before the end of the semester to determine the amount of aid earned based upon the percentage of the semester the student attended. Any unearned federal aid must be returned within 45 days. If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the calculation of R2T4. If the withdrawal occurs after 60% of the term has elapsed, no return of federal funds is required. A calculation is required for all withdrawals, even if it is known that the withdrawal date is beyond the 60% mark.

OFFICIAL WITHDRAWAL The regulation requires that the school determine the official withdrawal date. At CIA, the date of withdrawal is established by the last date the student attended class as reported by faculty to either the Registrar or the Academic Services Offices.

Students who withdraw from all courses and leave either the residence hall or CIA Apartments, will be charged for tuition, applicable fees, room and board (meal plan) based on the following schedule: (The R2T4 calculation does not consider any adjustments and uses the original billing amounts for tuition/fees and room and meal, if applicable.)

- 10% of tuition, applicable fees, and room charges will be charged (board charges will be calculated by Case Western Reserve University) if the withdrawal date (last date student attended class) is during the first or second weeks of the semester.
- 50% of tuition, applicable fees, room charges will be charged (board charges will be calculated by Case Western Reserve University) if the withdrawal date (last date student attended class) is during the third or fourth weeks of the semester.
- 75% of tuition, applicable fees, room charges will be charged (board charges will be calculated by Case Western Reserve University) if the withdrawal date (last date student attended class) is during the fifth through the eighth weeks of the semester.
- 100% of tuition, applicable fees, room charges will be charged (board charges will be calculated by Case Western Reserve University) if the withdrawal date (last date student attended class) is after the eighth week of the semester.

For the student not to be considered a withdrawal for Title IV purposes, in accordance with the requirements for the treatment of students in program offered in modules, the school would need to either: (1) obtain written confirmation of future attendance in a Title IV eligible course later in the semester; or (2) put the student on an approved leave of absence. Of course, if the student subsequently returns and begins attending a Title IV eligible course later in the period, the student's Return of Title IV Funds calculation would be undone in accordance with 34 CFR 668.22(a)(2)(iii).

The CIA Financial Aid office uses the Powerfaids tool to perform the R2T4 calculation. Funds will be returned in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, PLUS Loans Pell Grant, and Supplemental Educational Opportunity Grants.

CIA aid and State aid is earned at the same rate as tuition is charged.