

The University of Texas Health Science Center at Houston  
Office of Student Financial Services

**Institutional Tuition and Fees Refund Policy**

A student who officially drops or withdraws from either the University of Texas Health Science Center at Houston or the University of Texas M.D. Anderson School of Health Professions may receive a refund of tuition and fees as outlined in the Registrar's Refund Policy.

**Link to Registrar's Refund Policy:**

<https://www.uth.edu/registrar/current-students/registration/refund-policy.htm>

(Scroll to the bottom of page and select appropriate term)

**Link to Registrar's Withdrawal/Drop Instructions:**

<http://www.uth.edu/registrar/forms.htm>

\*\*The requirements for Title IV program funds (federal student aid) when you withdraw are separate from the Registrar's refund policy.

**Federal Student Aid Refund and Repayment Policies**

**Partial Withdrawal**

Students who receive federal student aid and are contemplating a reduction in course work, must notify the Office of Student Financial Services. Counselors will review the consequences of the partial withdrawal with the student as it applies to the federal student aid programs. This action may cause the student to lose funding for the semester, which might result in an unexpected financial obligation to the University. For example, students who drop below [half-time](#) are no longer eligible for the Federal Family Education Loan (FFEL) Program (generally known as Stafford Loans). If at the time of the partial withdrawal the loan proceeds are not fully disbursed, the student is not eligible for the disbursement even if a balance is due to the University.

Students who drop below half-time enrollment are also required to complete an exit interview.

**Leave of Absence (Medical-MD and Dental-DDS Students only)**

Students contemplating a Leave of Absence (LOA) are asked to contact Student Financial Services. Counselors will review the consequences of the LOA with the student as it applies to the federal student aid programs.

A leave of absence is defined as a temporary interruption in a student's program of study instead of a withdrawal. The temporary interruption must meet the regulatory criteria of an LOA and cannot exceed 180 days within a 12 month period. A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. However, students who fail to return from a LOA within that award year must be considered a withdrawal as of the last date of attendance. Enrollment reporting will be adjusted to allow for this date.

## **Other Withdrawal Scenarios**

When a student drops or withdraws from all Title IV courses in a term and remains enrolled only in non-Title IV eligible courses (i.e. audit courses, repeating courses for a second or greater time, etc.), the student must be considered a withdrawal for Title IV purposes.

When a student who, prior to the census date of the term, receives Pell Grant and/or Campus-Based funds withdraws from the university, the university must determine if a recalculation of funds is required prior to performing the *Return of Title IV Funds* calculation. The university will recalculate the Pell Grant award and/or Campus-Based funds once it determines which courses the student attended prior to the withdrawal. This new award(s) will be included in the *Return of Title IV Funds* calculation.

When a student fails to begin attendance for the term, the student is not eligible to receive Federal and Institutional funds. The return of funds calculation does not apply and any Title IV funds and/or Institutional funds that have been disbursed for the term will be returned to the funding source.

## **Complete Withdrawal/Return of Title IV Funds Policy**

Students contemplating a complete withdrawal from the University are asked to contact Student Financial Services. Counselors will review the consequences of the withdrawal with the student as it applies to the federal student aid programs.

### **Official Withdrawals**

A student who wishes to withdraw from The University of Texas Health Science Center at Houston after completing registration for a semester must complete the withdrawal form and submit the form to the Registrar's Office. The Registrar's Office will process the withdrawal form.

### **Unofficial Withdrawals**

An Unofficial Withdrawal is one where the school has not received notice from the student that the student has ceased or will cease attending the University. Students who earn unsatisfactory grades (i.e. F's) and/or a combination of unsatisfactory grades,

withdrawals (i.e. W's, WF's), and incomplete grades (I's) on all courses for the term may be categorized as an unofficial withdrawal. The Registrar's Office will investigate to determine whether or not the student earned the failing/incomplete grade or whether the grade was given due to non-attendance. The university will determine the last date of attendance at an academically related activity and use that date as the withdrawal date. If the last date of attendance at an academically related activity cannot be determined, the mid-point of the term will be used as the official withdrawal date.

### **Return Calculation**

Student financial aid is awarded to students under the assumption that they will complete the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of financial assistance that the student was originally scheduled to receive. The University will determine by completing the *Return of Title IV Funds* calculation for the semester/payment period the percentage of earned and unearned amounts. If the student received less assistance than the amount earned, it may be possible to receive all or a portion of those additional funds. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

A student who withdraws on or before completing 60% of the semester/payment period and received Title IV federal student aid (Pell Grant, Supplemental Educational Opportunity Grant, Federal Stafford Loans, PLUS Loans and Federal Perkins Loans) and/or [\*Military Tuition Assistance\*](#) will be required to repay the percentage of unearned financial aid, as determined by the federal *Return of Title IV Funds* formula derived from the 1998 Reauthorization of the Higher Education Act (Return of Funds cites: HEA, Section 484B and 34CFR 668.22).

After the 60% point in the semester/payment period a student has earned 100% of the Title IV funds and/or [\*Military Tuition Assistance\*](#) he or she was scheduled to receive during the period.

A student earns Title IV funds in direct proportion to the length of time he/she remains enrolled. The percentage of time during the semester/payment period that the student remains enrolled is the percentage of aid that the student earned for the semester/payment period. For example, if a student completed 30% of the semester/payment period of enrollment, then the student has earned 30% of the assistance that they were originally scheduled to receive. The percentage of unearned aid, which must be returned to the Title IV programs, is equal to the number of calendar days remaining in the semester/payment period divided by the total number of calendar days in the semester/payment period.

If the student (school or parent) receives an excess of Title IV program funds that must be returned by the school, The University will return to the Title IV funds a portion of the excess as required by the return of funds calculation. The University must return this amount even if this amount of your Title IV program funds was sent to the student or

parent as a refund. The student will then be required to repay the University for the amount reimbursed to the Title IV funds.

The student will be responsible to repay his/her unearned portion of assistance as determined by the refund calculation. This repayment will be made in accordance with the terms of the promissory notes. This means that students will make scheduled payments to the holder of the loans.

Any amount of unearned grant funds that must be returned is called an overpayment. The amount of grant overpayment that the student must repay is half of the grant funds they received or were scheduled to receive. Students must make arrangements with the University or the Department of Education to return the unearned grant funds. Overpayments must be re-paid in full within two years of the date of determination that the student withdrew. (34 CFR 668.22)

Federal Student Aid funds may not cover all unpaid institutional charges due to the University upon the student's withdrawal. In this case, students will have to make payments to the Bursar's Office.

Refunds are to be returned to the appropriate lenders or program accounts by the University in the following statutorily specified order provided the student received funds from the program:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Stafford Loan
- Federal Perkins Loan (if applicable due to legislative action)
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant
- Other federal (includes [\*Military Tuition Assistance\*](#)), state, private or institutional sources of aid
- The student

## **Post-Withdrawal Disbursements**

### **Grants**

If the *Return of Title IV Funds* calculation determines that the student is due a grant post-withdrawal disbursement, the grant post-withdrawal disbursement is first applied to any outstanding current institutional charges that exist on the student's account. If no institutional charges exist on the student's account or there is an excess of a grant post-withdrawal disbursement on the student's account, the disbursement must be made as soon as possible, but no later than 45 days after the determination that the student withdrew. Student Financial Services will notify the student in writing of any grant post-withdrawal disbursement due the student within 30 days of the date the school determined the student withdrew.

## **Loans**

If the *Return of Title IV Funds* calculation determines that the student is due a post-withdrawal loan disbursement, Student Financial Services will notify the student or parent (in the case of a PLUS loan) in writing within 30 days from the withdrawal date prior to making any post-withdrawal disbursement. The student/parent must provide a written statement if they wish to accept a post-withdrawal disbursement. The University will apply the post-withdrawal disbursement towards any outstanding current institutional charges before disbursing to the student or parent unless the student indicates otherwise. In the case of a PLUS loan post-withdrawal, the PLUS check will be mailed to the parent once received and not applied to any outstanding institutional charges. Once the University receives confirmation that the student accepts the post-withdrawal disbursement, the school will make the post-withdrawal disbursement as soon as possible, but no later than 180 days of the date the school determined the student withdrew. The post-withdrawal disbursement will be mailed or sent via direct deposit to the student/parent.

The student must respond within 14 days of the date the notification is sent to receive the post-withdrawal disbursement. If the student or parent borrower fails to respond, no disbursement will be made. Requests for post-withdrawal disbursements received after the 14 day period will be handled on a case by case basis by the Director or his/her designee. The student or parent borrower will be notified in writing if the late request for a post-withdrawal disbursement is denied.

## **Post-Withdrawal Notification**

Any post-withdrawal notification to student/parent will include the type of post-withdrawal disbursement, outstanding institutional charges (if any), and a direct post-withdrawal disbursement due to the student/parent. The letter will also include, if applicable, information on loan repayment obligations and the option to accept all/portion of funds.

## **Return of Funds by School**

If the student (school or parent) receives an excess of Title IV program funds that must be returned by the school, The University will return to the Title IV funds a portion of the excess as required by the Return of Funds calculation. The University will return this amount even if this amount was sent to the student or parent as a refund. The student will then be required to repay the University for the amount reimbursed to the Title IV funds as an institutional debt. Return of funds to the appropriate Title IV program(s) will be made no later than 45 days after the determination that the student withdrew.

## **Return of Funds by Student**

### **Loans**

If the Return of Funds calculation produces an amount that the student is responsible for returning to the Title IV funds, a written notification will be sent to the student within 30 days of the date the school determined the student withdrew. Specific rules apply to the return of funds to the Title IV programs. Any amounts that are required to be returned to the

federal loan programs are repaid in accordance with the promissory note and no further action is necessary. This means that the student will make scheduled payments to the holder of the loans.

### **Grants**

If the student is required to return funds to the federal grant programs, the student must repay the return amount in full, make satisfactory repayment arrangements with the institution or make satisfactory repayment arrangements with the Department of Education.

### **Grant Overpayments**

Any amount of unearned grant funds that must be returned is called an overpayment. The amount of grant overpayment that the student must repay is half of the grant funds they received or were scheduled to receive. Students must make arrangements with the University or the Department of Education to return the unearned grant funds. Overpayments must be re-paid in full within two years of the date of determination that the student withdrew. (34 CFR 668.22) If the student fails to take action on the overpayment within 45 days, the University may notify NSLDS and refer the overpayment to Borrower Services for collections. Note: The student is not responsible for returning original grant funds to any program to which the student owes \$50.00 or less. In this situation, the student will not lose their Title IV eligibility.

Students will be notified should an overpayment exist.

### **Consumer Information**

The refund/repayment consumer information will be available on the Student Financial Services website at <https://www.uth.edu/sfs/>. Paper copies of the *Return of Title IV Funds* policy will be made available to students in paper form in the Student Financial Services Office if requested. Additionally, this policy is made available in our annual Consumer Information email distributed to the entire student body.

### **Additional Resources:**

Federal Student Aid Information Center: 1-800-433-3243 (1-800-4-FEDAID)  
1-800-730-8913 (TTY Users)  
[www.studentaid.gov](http://www.studentaid.gov)

Office of Student Financial Services: 713-500-3860 (main office number)