STEP ONE

Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)		EXPENSES ACTUALLY INCURRED (from school's repayment policy)
Room & Board		X	=
Books & Supplies	$ 200	X	=
Transportation		X	=
Personal/Living/Misc.		X	=
TOTAL COSTS (B)		X	= TOTAL INCURRED

STEP TWO

Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	$200	Total Aid Paid as Cash (from Withdrawal Record) (E)
—	0	Cash Paid from FFEL/Direct Funds
=	$200	TOTAL CASH DISBURSED

STEP THREE

Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	$200	Total Cash Paid to Student (from Step Two)
—		Total Costs Incurred (from Step One)
=		REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is $100 or less, the student owes no repayment.

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal, State, private, or institutional aid

WITHDRAWAL RECORD

1. Student Information

Doug	9/1	10/9
Name	Start Date	Withdrawal Date/LDA
999-99-9999	15 weeks	10/9
Social Security Number	Length of Enrollment Period	Date of WD/LDA Determination

2. Program Costs

inst.	non-inst.			inst.	non-inst.		
X		Tuition/Fees	$6,000			Personal/Living	
X		Administrative Fee	$50			Dependent Care	
X		Room & Board	$2,375			Disability Costs	
	X	Books & Supplies	$200	X		Miscellaneous (Health)	$75
		Transportation				Miscellaneous	

USE TOTALS FOR PERIOD CHARGED*

TOTAL Inst. Costs: $8,500 (A)

TOTAL Noninst. Costs: $200 (B)

3. Payments/Disbursements

(Exclude work-study awards.)

DATE	SOURCE	Paid to Inst. Costs	Cash to Student	DATE	SOURCE	Paid to Inst. Costs	Cash to Student
9/1	Pell	$1,150		9/1	Student	$500	
9/1	Scholarship	$2,750		9/1	FSEOG		$200
9/1	State Grant	$1,250					
9/1	Perkins	$1,062					
10/1	FFEL	$1,313					

TOTAL Aid Paid To Inst. Costs: $7,525 (C)

TOTAL Paid To Inst. Costs: $8,025 (D)

TOTAL Aid Paid as Cash: $200 (E)

***USE TOTALS AS CHARGED FOR THE ENROLLMENT PERIOD** (The following minimums apply: for term programs, use totals for the term; for all nonterm programs longer than or equal to the academic year, use totals for the payment period or for one-half of the academic year, whichever is greater. For all nonterm programs shorter than the academic year, use totals for the program length. If you charge by different periods for different charges, convert all totals to represent the longest period.)

4. Data for Pro Rata and Federal Refund

IS THIS STUDENT A FIRST-TIME STUDENT? A first-time student is one who has not previously attended at least one class at this school, or has received a 100 percent refund (less any permitted administrative fee) for previous attendance. (A first-time student remains so until he or she withdraws after attending at least one class at the school or completes the period of enrollment.) ☑ YES ☐ NO

DID THIS STUDENT WITHDRAW ON OR BEFORE THE 60% POINT? For credit-hour programs, the 60% point is the point in calendar time when 60% of the enrollment period has elapsed. For clock-hour programs, it is the point when this particular student completes 60% of the hours scheduled for the enrollment period. ☑ YES ☐ NO

IF THE ANSWER TO BOTH QUESTIONS IS "YES," a statutory pro rata refund calculation is required for this student. For this calculation, you must determine the Portion That Remains (of the enrollment period) and the institutional costs that may be excluded, if any.

TO DETERMINE THE PORTION THAT REMAINS, calculate as follows and round DOWN to the nearest 10%:

- For credit-hour programs: $\frac{\text{WEEKS REMAINING}}{\text{TOTAL WEEKS IN PERIOD}} = \frac{9}{15}$
- For clock-hour programs:* $\frac{\text{HOURS REMAINING}}{\text{TOTAL HOURS IN PERIOD}} = ___$
- For correspondence programs: $\frac{\text{LESSONS NOT SUBMITTED}}{\text{TOTAL LESSONS IN PERIOD}} = ___$

*DO NOT use scheduled hours. Also, excused absences can count as "hours completed."

TO DETERMINE EXCLUDABLE INSTITUTIONAL COSTS:

- Administrative Fee (up to $100 or 5%, whichever is less) + $50
- Documented Cost of Unreturnable Equipment +
- Documented Cost of Returnable Equipment (if not returned in good condition within 20 days of withdrawal) +

TOTAL EXCLUDABLE INST. COSTS (for Pro Rata and Federal Refund calculations only): = $50

$8,500 (A) Total Institutional Costs — $50 Total Excludable Inst. Costs = Pro Rata/Federal Refund Institutional Costs: $8,450 (A1)

REPAYMENT CALCULATION WORKSHEET

STEP ONE
Living Expenses Incurred

Because schools' repayment policies differ, this step can be calculated two ways: the total noninstitutional costs ("B" from Withdrawal Record) may be retained at a flat percentage, or the itemized costs (listed on Withdrawal Record) may be retained at differing rates and then totalled.

	NONINST. COSTS (from Withdrawal Record)		EXPENSES ACTUALLY INCURRED (from school's repayment policy)		
Room & Board		X		=	
Books & Supplies	$200	X	50%	=	$100
Transportation		X		=	
Personal/Living/Misc.		X		=	
TOTAL COSTS (B)		X		=	$100 TOTAL INCURRED

STEP TWO
Cash Paid to Student

*FFEL and Direct Loan funds are excluded from repayment—the student is already obligated to repay these funds to the lender.

	$200	Total Aid Paid as Cash (from Withdrawal Record) (B)
−	0	Cash Paid from FFEL/Direct Funds
=	$200	TOTAL CASH DISBURSED

STEP THREE
Repayment Amount

Funds must be returned to the appropriate program account(s) within 30 days of the student's repayment to the school.

	$200	Total Cash Paid to Student (from Step Two)
−	$100	Total Costs Incurred (from Step One)
=	$100	REPAYMENT AMOUNT TO BE DISTRIBUTED

If this amount is $100 or less, the student owes no repayment.

REPAYMENT DISTRIBUTION—Prescribed by Regulation

TOTAL REPAYMENT

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal, State, private, or institutional aid $100