

**Baptist Memorial College of Health Sciences  
Administration  
Policy and Procedure Manual  
Effective Date: March 30, 2000  
Subject: Repayment  
Federal Financial Aid  
Section: Operational Policies - Financial**

**Objective:** To return Title IV funds in accordance with 34 CFR 668.164. (Federal Financial Aid Manual)

**Policy:** Baptist Memorial College of Health Sciences will meet federal regulations for Return of Title IV funds.

**Terms:** **Repayment:** funds owed when the cash disbursement (excluding FFEL Program loans) to a student was greater than the amount of the student's expenses before the student withdrew from school. The difference is considered an overpayment and must be repaid. A portion of the overpayment must be collected from the student and returned to Federal Title IV programs.

**Procedure:**

**Responsible Party**

**Steps**

Admissions/Records

1. Informs the Federal Financial Aid Officer of Title IV participant's failure to complete the enrollment period. Failure to complete includes:

- Officially withdrawing
- Dropping out
- Expulsion
- Taking an unapproved leave of absence or
- Failing to return from an approved leave of Absence

Federal Financial Aid Officer

2. Calculates overpayment in accordance with U.S. Department of Education guidelines and requests appropriate repayment from student. All repayment documentation will be retained in the student's Federal Financial Aid file.

3. Places any repayment amount in the respective Title IV aid accounts in the following order as mandated by federal regulations:

- Federal Pell Grant Program
- Federal SEOG Program
- Other Title IV funded programs including Tennessee Student Assistance Program
- Other Federal, State, private or institutional aid programs
- Federal Family Education Loan Program (FFELP)

Approved: Patty Sue McGraw  
Administrator

8/2/06  
Date