

Hannah E. Mullins School of Practical Nursing  
Addendum to  
Federal Financial Aid Consumer Handbook 2018-2019

**Return to Title IV Policy**

These requirements are separate from the School's Institutional refund policy. The Federal Return of Title IV funds calculation (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the School and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the end of a payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals from a clock hour program, a student withdrawal date is the date the student's last documented physical attendance. The withdrawal date determined is the date the School received notice from the student that they are withdrawing.

Official Withdrawal Process: The student seeking a personal or medical withdrawal from the program will (1) Make an appointment with the Director to discuss options for returning to HEMSPN; (2) Sign a student withdrawal form; and (3) Meet with the Financial Aid Administrator.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The School's determination a student is no longer in school for unofficial withdrawals is determined after 10 days of nonattendance.

Dismissal: A student who is dismissed must meet with the HEMSPN Director to review options for readmission and to sign a student dismissal form. The student is also required to meet with the Financial Aid Administrator. Any agency that provided financial aid will be notified of the student's withdrawal, dismissal or change of hours.

The student will be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- *Academic*: Failure to achieve a final grade of 80.0% or higher for each theory course;
- *Clinical/Lab*: Failure (a) to meet clinical/lab expectations and objectives, (b) maintain current CPR certification, and (c) maintain an up-to-date annual Mantoux test;
- *History of Criminal Activity*: in compliance with the Ohio Revised and Administrative Codes and to prevent a HEMSPN student from devoting time, money, and energy to an unrealizable goal, any Criminal Background Record Check/Felony Preclusion Report that indicates a history of egregious felonies, as identified/defined by the OBN, will be immediate dismissal from the program.;
- *Illegal Drug Use*: Failure to pass the Mandatory Drug Screen and any additional drug screens (for additional information, see "*Drug Screening - Mandatory*", "*Drug Free Policy*", and the appendix);

The student may be dismissed from the program for any or all of the following behaviors. This list is not all inclusive:

- *Recent Criminal Activity*: Recent criminal activity is defined as criminal charges or arrests filed during the time period that the individual is a HEMSPN student and after the initial fingerprint/background check. Should the HEMSPN student not notify the HEMSPN Director within 5 calendar days of a recent criminal activity **in writing**, that student is subject to dismissal from the program; egregious felonies will result in dismissal from the program.
- *Ethical*: Any violation of the National Association of Practical Nurse Education and Services' (NAPNES), Standards of Practice (See Appendix) or the National Association of Licensed Practical Nurses (NALPN) *Nursing Practice Standards* (See appendix) is grounds for dismissal including permanent dismissal. In other words, any student who is found to be cheating, lying, falsifying records, abusing patients/residents, breaching confidentiality, stealing, abusing alcohol or drugs, or behaving in a disorderly manner in the school,

hospital or cooperating healthcare agencies will be subject to dismissal including permanent dismissal. (See "*Unethical Conduct, Unacceptable Behavior/Attitude*".)

- *Professionalism*: Any student, who repeatedly violates the policies, procedures, rules, and regulations of the healthcare agencies or HEMSPN, will be subject to dismissal including permanent dismissal for unprofessional behavior. (See "*Professionalism*" in the Catalog/Student Handbook).
- *Violation of the Ohio Board of Nursing Standards of Practice for Practical Nursing Student*, the student will be subject to dismissal including permanent dismissal.

The federal calculation requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before the conclusion of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the scheduled hours completed in the payment period as of the last date of attendance divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. Aid can be considered as aid that could have been disbursed as long as the institution had a valid ISIR, the loan was originated in COD and all other required eligibility criteria met before the student's last date of attendance.

If a student receives less Title IV funds than the amount earned, the School will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. A Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be refunded to the student. The School must receive the student's permission to process post-withdrawal disbursements of student loan funds. Students will receive a post withdrawal eligibility notification; students will have 30 calendar days to notify financial aid if they want to receive the post withdrawal direct loan eligibility amount.

Refunds due back to the Direct Loans will be made to the federal programs within 45 days of the student's withdrawal date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the School is not required to return. This is determined by subtracting the amount returned by the School from the total amount of unearned Title IV funds to be returned.

Title IV Refunds are returned based on the fund type in the order listed below:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant