

**2011-2012 STATE FINANCIAL AID PROGRAMS REFUND WORKSHEET**

STUDENT NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

A. Student Withdrawal Date \_\_\_\_\_  
Payment Period/Period of Enrollment Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

B. Percentage of Title IV Aid earned by Student B.

C. Amount of Title IV Aid Earned by Student C.

D. Total State Financial Aid for Payment Period or Period of Enrollment  
(List Aid Sources and Amounts Below)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

D.

E. Percentage of State Financial Aid Earned by Student  
List the percentage of Title IV Aid earned by the student, as shown in B. If the student did not receive any Title IV funds during the payment period or period of enrollment, the institution shall use the Return of Title IV Funds Policy formula in the determination of the percentage of State aid earned by the student.

Percentage of State Financial Aid Earned by Student E.

F. Amount of Earned State Financial Aid

Total State Aid (D) \$ \_\_\_\_\_ X (multiplied by) (E) Percentage of State Aid  
Earned % \_\_\_\_\_ = F.

**G. Unearned State Aid**

Total State Aid (D) \$ \_\_\_\_\_ X (100% - Percentage of Earned State Aid) = G.

\$

**H. Amount to be refunded to State Financial Aid Programs**

(List the result from section G)

H.

\$

**I. Actual Tuition and Mandatory Fees Charges for the Payment Period or Period of Enrollment**

(Mandatory fees may include charges for book vouchers issued by the institution for period of enrollment or payment period. Health insurance is not considered a mandatory fee in this instance.)

Tuition \$ \_\_\_\_\_ Mandatory Fees \$ \_\_\_\_\_

Tuition and Mandatory Fees Charges \_\_\_\_\_ I.

\$

**J. Student's Unpaid/Remaining Tuition and Mandatory Fees Charges** (As a result of the application of Return of Title IV Funds Policy)

Tuition and Mandatory Fees Charges for Payment Period or Period of Enrollment (I) \$ \_\_\_\_\_

Institutional Financial Aid (minus) \$ \_\_\_\_\_

Scheduled Cash Payment (minus) \$ \_\_\_\_\_

Earned Federal Title IV Aid (D) (minus) \$ \_\_\_\_\_

Earned State Financial Aid (G) (minus) \$ \_\_\_\_\_

Other Financial Aid (minus) \$ \_\_\_\_\_

**UNPAID TUITION AND MANDATORY FEES BALANCE = J.**

\$

If balance in section J is **greater** than zero, then go to section K. If balance in section J is zero or less, go to section N and refund the entire unearned State aid amount as shown in section H.

**K. Additional Earned State Aid**

Additional State aid can be "earned" by student only if he/she has an unpaid tuition and mandatory fees balance, as a result of the application of Return of Title IV Funds Policy. Schools can use part or the entire unearned portion of State financial aid (G) toward the payment of unpaid tuition and mandatory fees balance; **so long as** all other sources of financial aid as well as all scheduled cash payments have already been used in the payment of the student's tuition and mandatory fees charges, prior to the determination of the unpaid/remaining tuition and mandatory fees balance. Further, schools **cannot** make any unauthorized post-withdrawal award and/or disbursement of State financial aid to cover any unpaid/remaining tuition and mandatory fees balance.

If Unpaid/Remaining Tuition and Mandatory Fees Balance (J) is greater than or equal to Unearned State Aid (G) then Additional State Aid (K) that can be “earned” by student equals 100% of Unearned State Aid. If, however, Unearned State Aid is greater than Unpaid Tuition and Mandatory Fees Balance, then Additional Earned State Aid has to be equal to the value of the Unpaid/Remaining Tuition and Mandatory Fees Balance.

a) Unearned State Aid (as listed in Section G) \$ \_\_\_\_\_

b) Unpaid Tuition and Mandatory Fees Balance (as listed in section J) \$ \_\_\_\_\_

If (a) is **greater than** (b), then Additional Earned State Aid equals the value of **(b)**

If (a) is **less than** (b), then Additional Earned State Aid equals the value of **(a)**

Additional Earned State Aid (list the appropriate value from above) \$ \_\_\_\_\_ = K.

**L. Actual Earned State Aid**

Earned State Aid (F) \$ \_\_\_\_\_ + Additional Earned State Aid (K) \$ \_\_\_\_\_ = L.

**M. Actual Amount to be refunded to State Financial Aid Programs**

This amount is to be calculated if Additional Earned State Aid (K) is greater than zero.

Total State Aid (D) \$ \_\_\_\_\_ - (minus) Actual Earned State Aid (L) = M.

**N. State Financial Aid Refund Distribution**

Tuition Waiver (Need Based and Categorical) \$ \_\_\_\_\_

Non Need-Based Tuition Waiver \$ \_\_\_\_\_

Massachusetts No Interest Loan \$ \_\_\_\_\_

General Scholarship (MASSGrant) \$ \_\_\_\_\_

Paraprofessional Grant \$ \_\_\_\_\_

Early Childhood Educators Scholarship \$ \_\_\_\_\_

Christian Herter Scholarship \$ \_\_\_\_\_

Foster Child Grant \$ \_\_\_\_\_

Gilbert Grant \$ \_\_\_\_\_

Public Service Grant \$ \_\_\_\_\_

Cash Grant (Access grant Program) \$ \_\_\_\_\_

Part Time Grant Program \$ \_\_\_\_\_

Massachusetts Educational Rewards Grant \$ \_\_\_\_\_

Math & Science Teachers Scholarship \$ \_\_\_\_\_

Scholar-Internship Match Fund \$ \_\_\_\_\_

Massachusetts GEAR UP Scholarship \$ \_\_\_\_\_

National Guard Tuition & Fee Assistance \$ \_\_\_\_\_

Adopted and Foster Child Fee Waiver \$ \_\_\_\_\_

**TOTAL REFUNDED** \$ \_\_\_\_\_

**Today's Date:** \_\_\_\_\_