



Body Wisdom, Inc.
8401 Douglas Avenue, Suite 2,
Urbandale, Iowa 50322
Financial Aid Office:
515.727.4044
www.bodywisdomschool.com

Federal Financial Aid

Title IV Credit Balance Policy

The school pays disbursement credit balances to the student within a 14-day time frame.

Return to Title IV Funds (R2T4) – Policy

The law specifies how Body Wisdom Massage Therapy School must determine the amount Title IV program assistance that you earn if you withdraw from your program. The Title IV programs that are covered by the Department of Education are:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required

The school performs and processes a “Return to Title IV Funds Calculation” as soon as possible, but no later than 45 days after determining the student’s withdrawal.

The school returns any funds that have been disbursed, but not yet fully earned by the student, as determined with the “Return to Title IV Funds Calculation”, to the Department of Education. Such amounts will be debited to the student’s account and show as amounts owed by the student to the school. The school informs the student accordingly upon completion of the calculation and funds return transactions.

Body Wisdom does not request post-withdrawal disbursements from the Department of Education. However, when you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or if Body Wisdom School or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. Grants will be disbursed within 45 days, and Loans will be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the loan funds. All post-withdrawal disbursements are applied to the student’s account first and any resulting credit balance will be paid to the student.

If the student/borrowers do not respond to the school’s notification of a Post-withdrawal disbursement, such amounts will be returned to the Department of Education.

If you received more assistance than you earned, the excess funds must be returned by Body Wisdom School and/or you. The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, Body Wisdom School must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. Body Wisdom School may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the School). Body Wisdom School needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow Body Wisdom School to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan Funds that you would have received had you remained enrolled past the 30th day. If you receive (or if Body Wisdom School or your parent receive on your behalf) excess Title IV program funds that must be returned, Body Wisdom School must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds,

or the entire amount of excess funds. Body Wisdom School must return this amount even if it didn't keep this amount of your Title IV program funds. If Body Wisdom School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Body Wisdom School or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that Body Wisdom School may have. Therefore, you may still owe funds to Body Wisdom School to cover unpaid institutional charges. Body Wisdom School may also charge you for any Title IV program funds that the school was required to return.

Payment of a Refund or Return of Title IV, HEA Program Funds of the Secretary

a) By applying for a Direct Loan, a borrower authorizes Body Wisdom School to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the school that is allocable to the loan.

Body Wisdom School:

- must pay that portion of the student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan to the Secretary; and
- must provide simultaneous written notice to the borrower if the school pays a refund or return of title IV, HEA program funds to the Secretary on behalf of that student.

b) Determination, allocation, and payment of a refund or return of title IV HEA program funds.

In determining the portion of a student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan, the school must follow the procedures established in 34 CFR 668.22 for allocating and paying a refund or return of title IV, HEA program funds that is due.

Return of Title IV Funds by the School - Body Wisdom School must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

Title IV Programs

- Unsubsidized /Direct Stafford Loan
- Subsidized /Direct Stafford Loan
- Pell Grant
- Parent Plus

For questions about your Title IV program funds, please call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov. You may also contact Body Wisdom's Financial Aid Officer for additional assistance.

Examples: 1.) Under 60%:

If a student's last date of attendance occurs at 200 scheduled hours of a 450 payment period: $200/450 = 44\%$.

Therefore, the student only earned 44% of the Title IV aid and the school is required to return the unearned portion back to the Department of Education.

2.) 60% or more:

If a student's last date of attendance occurs at 300 scheduled hours of a 450 payment period: $300/450 = 66\%$.

The student has earned 100% of the Title IV aid.

Return to Title IV Funds – Example Scenarios:

Facts: Full Time Student in a 900-Hour Massage Certification Program (12 months) * No transfer hours

\$16,740.00 Tuition

\$ 175.00 Registration Fee

\$ 2,827.00 Course Fees/Costs

\$19,742.00 Total Costs

Student received the following Federal Financial Aid:

First Pay Period:

\$ 2,223.00 Pell Grant

\$ 2,750.00 (\$1,732.00 net) Subsidized Loan

\$ 3,000.00 (\$2,969.00 net) Unsubsidized Loan

Second Pay Period:

\$ 2,222.00 Pell Grant

\$ 2,750.00 (\$1,732.00 net) Subsidized Loan

\$ 3,000.00 (\$2,969.00 net) Unsubsidized Loan

* Remaining amounts due for student to pay to school upon program start.

* Books/Supplies purchased at the school

Scenario A – Student withdraws after completing 300 hours (5 months):

Treatment of Title IV Funds When A Student Withdraws from A Clock-Hour Program			
Pell Id	School	Campus	
042924	BODY WISDOM MASSAGE THERAPY SCHO	URBANDALE, IA	
Student Name	EXAMPLE, PAYMENT PERIOD 1	Social Security Number	***-**-1234
Date Form Completed	9/20/2021	Date of school's determination that student withdrew	9/20/2021
Period used for calculation (check one) <input checked="" type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment			
Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example, .4486 would be .449, or 44.9%)			
STEP 1: Student's Title IV Aid Information			
Total IV Grant Programs		Amount Disbursed	Amount that could Have Been Disbursed
1. Pell Grant		\$ 2223.00	\$ 0.00
2. Academic Competitiveness Grant		\$ 0.00	\$ 0.00
3. National SMART Grant		\$ 0.00	\$ 0.00
4. FSEOG		\$ 0.00	\$ 0.00
	A \$	2223.00	C \$ 0.00
	Subtotal	Subtotal	
Total IV Loan Programs		Net Amount Disbursed	Net Amount that could Have Been Disbursed
5. Unsubsidized FFEL/Direct Stafford Loan		\$ 2969.00	\$ 0.00
6. Subsidized FFEL/Direct Stafford Loan		\$ 1732.00	\$ 0.00
7. Perkins Loan		\$ 0.00	\$ 0.00
8. FFEL/Direct Plus (Graduate Student)		\$ 0.00	\$ 0.00
9. FFEL/Direct Plus (Parent)		\$ 0.00	\$ 0.00
	B \$	4701.00	D \$ 0.00
	Subtotal	Subtotal	
E. Total Title IV aid disbursed for the payment period			
		A \$ 2223.00	
		+ B \$ 4701.00	= E \$
		6924.00	
F. Total of Title IV grant aid disbursed + could have been disbursed for the payment period			
		A \$ 2223.00	
		+ C \$ 0.00	= F \$
		2223.00	
G. Total of Title IV aid disbursed + could have been disbursed for the payment period			
		A \$ 2223.00	
		B \$ 4701.00	
		C \$ 0.00	
		+ D \$ 0.00	= G \$
		6924.00	
STEP 2: Percentage of Title IV Aid Earned			
Withdrawal date 9/20/2021			
H. Determine the percentage of payment period completed:			
Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.			
304	/	450	= 67.6 %
Hours scheduled to complete		Total hours in period	
• If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3. • If this percentage is less than 60%, enter that percentage in Box H, and proceed to Step 3.			
H 100.0 %			
STEP 3: Amount of Title IV Aid Earned by the Student			
Multiply the percentage of Title IV aid earned (Box H) times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period (Box G).			
100.0 %	X	\$ 6924.00	= I \$ 6924.00
Box H		Box G	
STEP 4: Total Title IV Aid to be Disbursed or Returned			
• If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J) • If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K) • If the amounts in Box I and Box E are equal, STOP. No further action is necessary.			
J. Post-withdrawal disbursement			
Subtract Total Title IV aid disbursed for the payment period (Box E) from the amount of Title IV aid earned (Box I). This is the amount of post-withdrawal disbursement due. Stop here, and enter the amount in Box 1 on Page 3 (post-withdrawal disbursement tracking sheet).			
	-		= J \$
Box I		Box E	
K. Title IV aid to be returned			
Subtract the amount of Title IV aid earned (Box I) from the Total Title IV aid disbursed for the payment period (Box E). This is the amount of Title IV aid that must be returned.			
	-		= K \$
Box E		Box I	

Scenario B - Student withdraws after completing 600 hours (9 months):

Student Name <input style="width: 90%;" type="text" value="EXAMPLE, PAYMENT PERIOD 1"/>	Social Security Number <input style="width: 90%;" type="text" value="***-**-1234"/>
--	--

STEP 5 : Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the payment period

Tuition	\$	<input style="width: 95%;" type="text"/>
Room	\$	<input style="width: 95%;" type="text"/>
Board	\$	<input style="width: 95%;" type="text"/>
<hr/>		
Total Institutional Charges	= \$	<input style="width: 95%;" type="text"/>
Funds Retained by School	\$	<input style="width: 95%;" type="text"/>
Actual Total Institutional Charges	L \$	<input style="width: 95%;" type="text"/>

M. Percentage of unearned Title IV aid

100% - = M

Box H

N. Amount of unearned charges

Multiply institutional charges for the payment period (Box L) times the percentage of unearned Title IV aid (Box M).

\$ X = N \$

Box L Box M

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

O \$

STEP 8: Repayment of the Student`s loans

Subtract the Total loans the school must return (Box P) from the Net loans disbursed to the student (Box B) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower`s promissory note.

\$ - \$ = R \$

Box B Box P

- If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student`s withdrawal date.
- If Box Q is greater than Box R, proceed to Step 9.

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	\$ <input style="width: 95%;" type="text"/>
2. Subsidized FFEL/Direct Stafford Loan	\$ <input style="width: 95%;" type="text"/>
3. Perkins Loan	\$ <input style="width: 95%;" type="text"/>
4. FFEL/Direct PLUS (Graduate Student)	\$ <input style="width: 95%;" type="text"/>
5. FFEL/Direct PLUS (Parent)	\$ <input style="width: 95%;" type="text"/>
<hr/>	
Total loans the school must return =	P \$ <input style="width: 95%;" type="text"/>
6. Pell Grant	\$ <input style="width: 95%;" type="text"/>
7. Academic Competitiveness Grant	\$ <input style="width: 95%;" type="text"/>
8. National SMART Grant	\$ <input style="width: 95%;" type="text"/>
9. FSEOG	\$ <input style="width: 95%;" type="text"/>

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

Subtract the amount of loans to be repaid by the student (Box R) from the initial amount of unearned Title IV aid due from the student (Box Q).

\$ - \$ = S \$

Box Q Box R

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and could have been disbursed for the payment period (Box F) by 50%.

\$ X 50.0 % = T \$

Box F

U. Title IV grant funds for student to return

Subtract the protected amount of Title IV grants (Box T) from the initial amount of Title IV grants for student to return (Box S).

\$ - \$ = U \$

Box S Box T

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

Subtract the amount of Title IV aid due from the school (Box O) from the amount of Title IV aid to be returned (Box K).

\$ - \$ = Q \$

Box K Box O

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
1. Pell Grant	\$ <input style="width: 95%;" type="text"/>
2. Academic Competitiveness Grant	\$ <input style="width: 95%;" type="text"/>
3. National SMART Grant	\$ <input style="width: 95%;" type="text"/>
4. FSEOG	\$ <input style="width: 95%;" type="text"/>

Student Name **EXAMPLE, PAYMENT PERIOD 2**

Social Security Number *****-**-1234**

STEP 5 : Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the payment period

Tuition	\$	<input type="text" value="9871.00"/>
Room	\$	<input type="text"/>
Board	\$	<input type="text"/>
<hr/>		
Total Institutional Charges	=	\$ <input type="text" value="9871.00"/>
Funds Retained by School		\$ <input type="text" value="6923.00"/>
Actual Total Institutional Charges	L	\$ <input type="text" value="9871.00"/>

M. Percentage of unearned Title IV aid
 100% - = **M**
Box H

N. Amount of unearned charges
 Multiply institutional charges for the payment period (Box L) times the percentage of unearned Title IV aid (Box M).
 \$ x = **N** \$
Box L Box M

O. Amount for school to return
 Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.
O \$

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs	Amount for School to Return
1. Unsubsidized FFEL/Direct Stafford Loan	\$ <input type="text" value="2969.00"/>
2. Subsidized FFEL/Direct Stafford Loan	\$ <input type="text" value="492.50"/>
3. Perkins Loan	\$ <input type="text" value="0.00"/>
4. FFEL/Direct PLUS (Graduate Student)	\$ <input type="text" value="0.00"/>
5. FFEL/Direct PLUS (Parent)	\$ <input type="text" value="0.00"/>
<hr/>	
Total loans the school must return =	P \$ <input type="text" value="3461.50"/>
6. Pell Grant	\$ <input type="text" value="0.00"/>
7. Academic Competitiveness Grant	\$ <input type="text" value="0.00"/>
8. National SMART Grant	\$ <input type="text" value="0.00"/>
9. FSEOG	\$ <input type="text" value="0.00"/>

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

Subtract the amount of Title IV aid due from the school (Box O) from the amount of Title IV aid to be returned (Box K).
 \$ - \$ = **Q** \$
Box K Box O

STEP 8: Repayment of the Student's loans

Subtract the Total loans the school must return (Box P) from the Net loans disbursed to the student (Box B) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These outstanding loans consist either of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both; and they are repaid to the loan holders according to the terms of the borrower's promissory note.

$$\begin{array}{r} \$ \\ 4701.00 \\ \text{Box B} \end{array} - \begin{array}{r} \$ \\ 3461.50 \\ \text{Box P} \end{array} = \begin{array}{r} \$ \\ 1239.50 \\ \text{Box R} \end{array}$$

If Box Q is less than or equal to Box R, STOP. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

If Box Q is greater than Box R, proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return
 Subtract the amount of loans to be repaid by the student (Box R) from the initial amount of unearned Title IV aid due from the student (Box Q).

$$\begin{array}{r} \$ \\ 0.00 \\ \text{Box Q} \end{array} - \begin{array}{r} \$ \\ 0.00 \\ \text{Box R} \end{array} = \begin{array}{r} \$ \\ 0.00 \\ \text{Box S} \end{array}$$

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and could have been disbursed for the payment period (Box F) by 50%.

$$\begin{array}{r} \$ \\ 0.00 \\ \text{Box F} \end{array} \times 50.0 \% = \begin{array}{r} \$ \\ 0.00 \\ \text{Box T} \end{array}$$

U. Title IV grant funds for student to return

Subtract the protected amount of Title IV grants (Box T) from the initial amount of Title IV grants for student to return (Box S).

$$\begin{array}{r} \$ \\ 0.00 \\ \text{Box S} \end{array} - \begin{array}{r} \$ \\ 0.00 \\ \text{Box T} \end{array} = \begin{array}{r} \$ \\ 0.00 \\ \text{Box U} \end{array}$$

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
1. Pell Grant	\$ <input type="text" value="0.00"/>
2. Academic Competitiveness Grant	\$ <input type="text" value="0.00"/>
3. National SMART Grant	\$ <input type="text" value="0.00"/>
4. FSEOG	\$ <input type="text" value="0.00"/>