

2023-2024 Summer Return of Title IV Aid Form

Directions: This form is to notify you of regulations for Return of Title IV aid for the summer semester. According to Federal Regulations, financial aid recipients who withdraw from all courses or stop attending classes before the last day of class have not “earned” all of the financial aid received for that semester. These regulations state **each summer term is considered its own semester for Return of Title IV purposes**. Consequently, students must return the unearned percentage of aid for each summer term. Less financial aid is required to be returned when more of the term is completed.

How to Submit Form: You have indicated you wish to withdraw from a summer term and we must therefore process a return of your aid. However, the federal regulations do allow us to postpone the return if you plan to remain enrolled in other classes this summer. **Return this form no later than 10 days from the date of dropped course to prevent Return of Title IV on your account.** This form can be submitted through the [Document Uploader](#) or mailed to the University of Texas at San Antonio, **One Stop Enrollment Center**, One UTSA Circle, San Antonio TX 78249.

STEP 1: READ AND AGREE TO THE FOLLOWING STATEMENT

I understand this form stops the Return of Title IV aid for this summer session, and in good faith, UTSA will not process a Return of Title IV on my account as long as I remain in and complete my other summer classes. I also understand that if I drop my remaining summer classes, Return of Title IV will be processed, I will have a revision to my cost of attendance, and I will owe funds back to the University and a registration hold may be placed on my student account.

STEP 2: SUMMER ENROLLMENT

Please indicate the number of hours currently enrolled for each summer part of term.

(M) First 3 week term – May 28th - June 17th	
(F) First 5 week term – May 28th - July 2nd	
(T) 10 week term – May 28th - August 7th	
(8) Eight week term – June 10th - August 1st	

(J) 1st 4 week term – June 10th - July 9th	
(S) 2nd 5 week term – July 3rd - August 7th	
(L) 2nd 4 week term – July 10th - August 6th	

STEP 3: CERTIFICATION AND SIGNATURE

Your signature on this document confirms your acknowledgment of the following:

- I certify that I plan to remain enrolled and complete the summer courses for which I am enrolled.
- I have read and agreed to the statement under Step 1 and understand I will owe UTSA money if I do not remain enrolled for summer.
- Any updates or requests for additional information will be e-mailed to your preferred e-mail address as indicated on your myUTSA Account.

Student Signature: _____ Date: _____

UTSA OFFICE USE ONLY:

RRAAREQ Code: R2T4-x (mark applicable term)

WebX Code: FA_R2T4WD

Form revised 6/7/24

Date: _____ Received By: _____ Processed By: _____

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