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Institutional and Non-Institutional Fees Policy

I. Policy

The U.S. Department of Education has issued rules governing the management of the Title IV, HEA program. Xavier University (the University) may utilize Title IV, HEA program funds to credit a student's account to satisfy allowable current year charges for institutional fees such as tuition, mandatory fees, meal plans, room and board (if the student contracts with the University for a dormitory space), and other educationally related expenses.

The University will not utilize Title IV funds to pay Non-Institutional fees such as finance and late charges, parking fines, library fines, health insurance and other non-allowable charges. Section 472 of the HEA defines cost of attendance as the tuition and fees normally assessed a student carrying the same academic workload required of all students in the same course of study. Health insurance, finance and late charges, parking and library fines and other non-allowable charges are in addition to normal tuition and fees. Therefore, since they are not charges normally assessed, they may not be included in a student's cost of attendance for Title IV purposes. As such, Title IV funds are not utilized to pay such charges, even if the University obtains a student's (or parent's) authorization to do so.

If the University credits Title IV funds to a student's account and determines that the amount of funds exceeds the allowable charges, the resulting balance must be paid/refunded to the student and or parent.

Under these rules, a student and or parent may be entitled to receive a refund check even though the student has an outstanding balance from certain Non-Institutional or prior period charges. It is the student's responsibility to pay the balance in accordance with the University's billing and payments policies, including any applicable penalties and late fees. It is

the University's responsibility to ensure that Title IV funds are not utilized to pay Non-Institutional fees.

In addition, if the student's or parent's authorization is obtained, the University may utilize Title IV, HEA program funds to pay prior-year charges for a total of not more than \$200 for tuition, fees, room, board, and other authorized educationally related expenses as indicated in 34 C.F.R. § 668.164(c)(3)(i).

II. Definition of Title IV Aid

Title IV aid is defined as:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Parent PLUS Loans
- Direct Graduate PLUS Loans
- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Iraq and Afghanistan Service Grants
- TEACH Grants