



Return of Title IV* Fund [R2T4]

A. When a student formally withdraws:

1. A ***Request for Withdrawal*** form is completed by the student and submitted to the Registrar's Office for processing. Registrar's Office contacts each class instructor and secures a "last date of attendance (instructional activity)" for each course. This must be completed within 5 business days of receipt in the Registrar's Office. The Registrar's Office will determine the official "last date of attendance" for the semester, based on the instructor responses, by using the **latest** of the "last date of attendance" for each course. Note: this form is used for all official withdrawals and those unofficial withdrawals if initiated by the University due to lack of class attendance or factors leading to dismissal prior to the end of a semester.

2. A copy of the withdrawal form is provided to the Financial Aid Office once "last date of attendance" has been established. Federal regulation requires that when a student completely withdraws from a semester on or before 60% of that semester is completed an amount of "earned" and "unearned" federal aid needs to be determined by the FAO.

3. FAO representative completes ***Treatment of Title IV Funds When A Student Withdraws From A Credit-Hour Program*** calculation in Colleague for full semester courses or in COD for module courses. This calculation will determine how much federal aid the student has earned (student keeps) for the days attended and how much is unearned (school repays to Dept of Ed) based on the latest date of attendance. The calculation is completed within 5 business days of receipt of the withdrawal form to determine the amount of TIV aid that must be repaid to the respective aid programs. NOTE: the FAO will use "last date of attendance" as indicated on the withdrawal form, **unless** the student made prior contact with the FAO and a "date of intent to withdraw" has been noted in the student's record. If so, that date will be considered "last date of attendance" for R2T4 purposes.

4. "Earned" aid is subtracted from total federal aid to determine the amount of "unearned" aid. The "unearned" aid must be refunded to the financial aid programs. FAO representative makes appropriate aid reductions and/or cancellations per the result of #3. Adjustments are made in Colleague (AIDE) and reflected on student billing account with the next transmittal batch process, typically the following day, but no more than 2 business days.

The amount of "unearned" aid* is returned to the federal programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct PLUS Loan for Graduate Students
5. Direct PLUS Loan for Parents
6. Pell Grant
7. Supplemental Opportunity Grant (SEOG)
8. TEACH Grant (not currently participating)
9. Iraq Afghanistan Service Grant

5. CODE batch process is run daily (Monday – Friday) to communicate TIV loan changes to COD. Pell COD reporting is sent every 30 days.

6. Once a student has completed more than 60% of the calendar days in the semester, he/she has “earned” 100% of the TIV financial aid for that semester and no adjustments are required.

7. Each withdrawn student who an R2T4 calculation has been done for will be emailed by the FAO with the Business Office cc’d. The R2T4 email and worksheet will be added to the student’s Etrieve file.

B. Unofficial withdrawals:

1. A student who received TIV financial aid, and failed all courses (U grades) due to non-attendance, is considered to potentially be an “unofficial” withdrawal. The Financial Aid Office will contact all professors of the student in that term to determine a last date of attendance or academic participation. The latest date of attendance or academic participation will be considered the unofficial withdrawal date. If a student completes one or more courses all the way to the end of the term and earns an F grade, the student is not considered an unofficial withdrawal.

2. Faculty who issue U grades are required to provide “last date of attendance” at the time the course grade is recorded in Colleague. The FAO runs a report [*Potential Unofficial Withdrawals by FA Year*, located in Reporting Services-Financial Aid] at the end of each semester to identify all students with U grades to determine if they are to be considered withdrawn (all U grades).

3. Students determined to have unofficially withdrawn will be processed using Steps 3-7 listed previously for formal withdrawals.

C. Post-Withdrawal Disbursements:

1. In the rare situations where a possible post-withdrawal disbursement may be warranted, FAO uses the ***Post-Withdrawal Disbursement Tracking Sheet*** to determine the amount. This is performed at the same time as the process to determine TIV aid “earned” by the student.

2. If a post-withdrawal disbursement is deemed possible, the student and/or parent borrower is notified, via email, and given 10 business days to respond. If the borrower fails to respond within the specified time allotted, the applicable loan disbursement will be canceled and refunded to the program.

3. If the borrower indicates that they do want the late disbursement, the funds are posted to the student billing account within 5 business days, and if applicable, a refund check issued to the student or parent within 7 business days after disbursement.