

Financial Aid Return of Title IV Funds Policy (R2T4)

POLICY: Financial Aid Return of Title IV Funds			
POLICY NUMBER:	720.03	CUSTODIAN:	Academic Dean
APV'D DATE:	7/30/2019	REVIEW DATE:	June 2019
EFFECTIVE DATE:	7/30/2019		
REFERENCES: Federal HEA, Section 484B 34 CFR 668.22, Withdrawal Policy			

Part 1. Policy Background and Purpose

Title IV funds are awarded to a student under the assumption that the student will attend White Earth Tribal and Community College (WETCC) for the entire period for which the assistance is awarded. When a student withdraws, whether voluntarily or administratively, the student may no longer be eligible for the full amount of Title IV funding received.

Part 2. Definitions

Title IV is a term that refers to federal financial aid funds which includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant Program (FSEOG), and Federal Work Study Program.

R2T4 is an acronym for Return to Title IV

PWD – Post Withdrawal Disbursement

Date of Determination – Date the Financial Aid Office is notified of the student's withdrawal, within two-weeks of the last date of attendance.

Withdrawal Date – the last day the student attended class or the day the student provided notice of withdrawal, whichever comes first. For the purposes of R2T4, withdrawal indicates a complete withdrawal from all classes.

Earned and Unearned portion of Title IV aid is determined by the amount of time a student spent in attendance.

LDA is an abbreviation for “last date of attendance”

Part 3. Responsibility

The Financial Aid Coordinator is responsible to administer this policy.

The Business Office is responsible for returning funds to Title IV and invoicing a student when it is deemed a refund is due to WETCC

Regarding the return of Title IV funds, the Financial Aid Coordinator is responsible to:

- Providing students with the information given in this policy.
- Complete the Return of Title IV funds calculation for those students.
- Notifying the Business Office of the return calculations.

The Student Success Coach is responsible to monitor student attendance and make timely written notification to the Registrar.

The Registrar is responsible to provide the Financial Aid Coordinator a copy of all add/drops within one day of processing and within two-weeks of the last date of attendance.

Students Responsibility - The student's responsibilities regarding the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Title IV Refund calculation.
- Any notification of a withdrawal should be in writing.
- A student may rescind their notification of intent to withdraw with approval from the Associate Dean of Student Services. Return payment to WETCC for any R2T4 by contacting the Business Office to make payment or set up a payment plan.
- Examples of the R2T4 worksheets can be furnished by contacting the financial aid office.

Part 5. Policy

WETCC will comply with Financial Aid requirements in the calculations of financial aid offers.

Subpart A. General Requirements

Title IV funds are offered to a student under the assumption that the student will attend WETCC for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds.

The Financial Aid Coordinator will calculate the amount of aid a student has earned based upon the date of withdrawal, in accordance to the Federal Student Aid guidelines.

Subpart B. Enrollment Status

A student who ceases to attend all classes at WETCC is considered withdrawn as of the last date of attendance or the date of the voluntary notification, whichever occurs first.

A student who ceases to attend one or more, but not all their classes is considered to have changed their status. Status changes may or may not impact financial aid eligibility.

The Financial Aid Coordinator will recalculate the student's eligibility for financial aid based on a revised enrollment status.

Subpart C. Return Calculation

Unearned aid is returned to the Federal financial aid programs. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of R2T4 funds is allocated in the following order:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq Afghanistan Service Grant or Fallen Heroes Grant for which a return is required
- Other non-Title IV assistance
- Private aid

Date of Determination: The Registrar will determine withdrawal date within 14 calendar days of the student's last date of attendance or the student's notice of withdrawal.

Once the Financial Aid Coordinator is notified of a student withdrawal a R2T4 process must be completed within 45 days from the LDA.

When a student withdraws from WETCC they are generally ineligible for future disbursements of federal financial aid. In some cases, however, financial aid may be offered through a post-withdrawal disbursement (PWD) based upon the earned and unearned calculations.

WETCC is required to return any unearned financial aid to the appropriate Title IV or other issuing agencies.

- R2T4 Formula: $\frac{\text{\# of calendar days completed in period}}{\text{\# of calendar days in period}}$ *
- The calculation will determine the amount the student and/or the college must repay, which is outlined in the following example.

Procedure Example
Prior to withdrawal, student was awarded \$1000 in Pell (disbursed)
There were 15 weeks in the semester (105 calendar days). Based on the last day of attendance, the student was deemed withdrawn on 44 th day.
$44/105=.42$ or 42%
The student earned 42% of his or her Pell grant disbursed=\$420

The student's initial grant overpayment is \$580

Subpart D. Grade Requirements

When a student fails to earn a passing grade in at least one course, WETCC must assume unofficial withdrawal and perform a R2T4 calculation. Unless documentation exists that the student completed the defined period...i.e., the student *earned* the failing grade(s) WETCC will determine this by reviewing student attendance records.

Subpart E. Incomplete Verification

In accordance to federal regulations, calculations of earned and unearned financial aid will be impacted if a student has not provided all required verification documentation.