

Return to Title IV (R2T4) – Financial Aid Recipients

Federal law requires colleges to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws
- Stops attending before completing the term
- Takes a leave of absence
- Does not complete all modules (courses which are not scheduled for the entire term) for which he/she has registered at the time those modules began

Colleges are required by federal statute to determine how much financial aid was earned by students (earned aid) who withdraws from the semester or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws from the semester after the 60% point, there is no unearned aid. However, a college must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The payment period for most students is the entire term. However, for students enrolled in modules (courses which are not scheduled for the entire semester), the payment period only includes those days for the module(s) in which the student is registered. If a student, enrolled in modular courses, ceases attendance at any point prior to completing the payment period, the student must submit written confirmation with intent to attend modules that begins later in the same payment period to remain enrolled in the subsequent modules for the term. If written confirmation of future attendance is not received or it is received from the student, but the student does not return as scheduled, the student is considered to have withdrawn from the payment period.

Aid is returned to the appropriate aid program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the college would be required to return a portion of the aid. As a result, the student borrower may owe a balance to the college when Title IV aid is returned. Any credit balance that remains on the student's account will be refunded to the student within 14 days of the date of the R2T4 calculation.

If a student or parent earned more aid than was disbursed, the college would notify the student or parent of eligibility for a post-withdrawal disbursement within 30 days to be paid within 45 days of the date that the college determined that the student withdrew from the college. If notified of eligibility from a Direct Loan, the student or parent must accept the funds within 14 days to receive the post-withdrawal disbursement. If the student or parent does not respond within 14 days, then the disbursement will be cancelled.

The College must return the amount of Title IV aid for which it is responsible no later than 45 days after the withdraw date or the date the college has determined that the student withdrew, whichever is later.

For a student who withdraws from the college without providing notification to the college, the college must determine the withdrawal date no later than 30 days after the end of the earliest of the payment period, the academic year, or the educational program. (For more information regarding determination of withdrawal dates and the withdraw process, see **Withdrawal Policy** in the Catalog).

Aid is returned in the following order, as established by Congress, up to the net amount disbursed from each source:

- Federal Unsubsidized Direct Loans

- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants for which a return of aid is required
- Other Title IV assistance for which the return of aid is required
- Other federal, state, private or institutional financial assistance for which return of aid is required

A student may have an outstanding balance with the college due to the Return of Title IV aid. A hold will be placed on the student's account until repayment has been made in full. This hold will prevent a student from obtaining an academic transcript.

Students who wish to withdraw from one or more courses are encouraged to meet with the Financial Aid Office prior to withdrawing for information on how a withdrawal may impact their financial aid.