

Policy Manual



Title: Return of Title IV Funds	Number: 6Hx2-6.46
Legal Authority: 34 C.F.R. §668.22	Page: 1 of 4

GENERAL STATEMENT

The Higher Education Amendments of 1998 required schools to implement a return of Title IV (R2T4) refund policy to be applied when a student withdraws from an institution prior to the end of a payment period. The R2T4 regulations (34 C.F.R. § 668.22) do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

If the student has not received federal student aid funds, but was eligible to do so, the student must meet the conditions of a late disbursement and then be reviewed for a post withdrawal disbursement.

THE POLICY and THE STUDENT

Title IV funds are awarded with the assumption that the student will attend Broward College (the College) for the entire payment period. If the student receives Title IV funds, or is eligible to receive Title IV funds, and completely withdraws from (Official withdrawal) or ceases attending (Unofficial withdrawal) the College, the Financial Aid Office must calculate the amount of Title IV funds earned, the amount unearned, and the amount to be returned to the Title IV program (see list above) as of the date the student ceased attendance based on the amount of time the student spent in attendance. If the student attends more than 60% of the payment period, the student has earned 100% of the Title IV funds and there are no returns required. If the student attends 60% or less, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

Defining a Title IV Recipient

A Title IV recipient is defined as a student who has received federal student aid funds (excluding federal work study) including:

- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- TEACH Grant
- Subsidized Federal Direct Student Loan
- Unsubsidized Federal Direct Student Loan
- Parent PLUS Federal Direct Loan

Official Withdrawals

Broward College is an institution that is not required to take attendance. Therefore, the withdrawal date, for a student who officially withdraws, is the date the student withdraws or notifies the institution of their intent to withdraw. Students may initiate this withdrawal process with the College Registrar Office or by logging into myBC and withdrawing from all courses for the enrollment period. A student may provide official notification

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to the College of the intent to withdraw and then change his or her mind. To allow a student to rescind his or her intent to withdraw for purposes of this calculation, the student may register in future course(s) in the payment period or provide a written statement to the College stating his or her intent to remain in academic attendance through the end of the payment period or period of enrollment.

Unofficial withdrawal

If a student receives a combination of W, F, U, or WI (as defined in policy 6Hx2-4.19) for their entire schedule in the payment period, the College will consider the student to have unofficially withdrawn. The College will perform a R2T4 calculation. Unless the student provides documented proof of academically-related activity, the College will use the midpoint of the payment period or period of enrollment. The student will receive communication with the results of the calculation and will have 14 days from the date of the communication to provide evidence of any academically-related activities that shows participation in the course beyond the 50% point. Upon receipt of any documentation that supports a new withdrawal date, a new R2T4 calculation will be done by the College and adjustments will be made accordingly. The College must complete all calculations within 30 days from the end of the payment period or period of enrollment for all unofficial withdrawals.

Calculating R2T4

Once a student's withdrawal date is determined, the College will calculate the percentage of the payment period or period of enrollment completed. The payment period or period of enrollment include the total number of calendar days within the period that the student was scheduled to complete, except scheduled breaks of at least five consecutive days are excluded. The regulations provide that the percentage of Title IV aid earned by a student is equal to the percentage of the period completed by the student (except if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid). The College will then determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed to the student plus the Title IV aid that could have been disbursed to the student or on the student's behalf. If the student receives less Title IV aid than the amount earned, the College must offer a post withdrawal disbursement. If the student receives more Title IV aid than the amount earned, the College, the student, or both must return the unearned funds in a specified order.

Return of Title IV funds

When a return of Title IV funds is due, the College and the student may both have a responsibility for returning funds. The College must return the lesser of:

- the amount of Title IV funds that the student does not earn, or
- the amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The College will return Title IV funds to programs from which the student received aid in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans

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- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

The College must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.

Return of Title IV funds by the Student

Any unearned aid that is not returned by the College becomes the student portion of the R2T4. The student portion is calculated by subtracting the amount of the school return from the total unearned aid. Depending on the remaining sources of aid after the school return, the student portion of the return is distributed back to the aid program from which it was awarded as follows:

- Any amount of the return allocated to loans is repayable after the student leaves Broward according to the terms and conditions of those loans.
- Any amount allocated to federal Title IV grants will be limited to the amount by which the original overpayment amount exceeds 50% of the total grant funds that were disbursed or could have been disbursed to the student.

The student must return funds in the same order that is required for schools.

Post-withdrawal Disbursement

As noted above, if a student does not receive the full amount of aid earned, the College must offer a post-withdrawal disbursement to the student within 30 days of its determination that the student has withdrawn. If the post-withdrawal disbursement includes loan funds, the College must get the student's permission before it can disburse them.

THE POLICY and THE FACULTY AND STAFF

Faculty and staff are required to comply with Title IV Federal Student Aid regulations regarding enrollment verification, monitoring academically-related activities and participation during the term up to, and including, the 60% period, and providing an accurate last date of activity or classroom participation in an academically-related activity.

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IMPLEMENTATION and OVERSIGHT

The President has the authority to delegate the authority to establish procedures to implement this policy. The Senior Associate Vice President for Student Financial Services, under the direction of the Chief Financial Officer, is responsible for the implementation and oversight of policy compliance. Under all situations, the College is bound to abide by Federal and State law and rules regarding the administration of Title IV financial aid. This policy will be available to enrolled and prospective students through College's consumer information guide under the consumer information disclosures, 34 CFR 668.43(a)(2)(4).

VIOLATION OF POLICY

Any student who makes false or misleading statements on their financial aid application, supporting documentation, or continued eligibility may be subject to loss of their current and/or future aid eligibility, and discipline in accordance to Policy 6Hx2-5.02 - Student Code of Conduct up to and including expulsion from the College. In all cases, if aid is disbursed, students who are found to have made false or misleading statements may be required to reimburse the College for aid received under false pretenses and may be referred to appropriate Federal or State authorities for prosecution.

Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

Full-time faculty who violate this policy are subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

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