

# Procedure Manual



<b>Title: Return of Title IV</b>	<b>Number:</b> A6Hx2-6.46
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## 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. 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

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.

## PROCESS

### Official Withdrawal

Broward College is a nonattendance taking institution. A student is to be considered an official withdrawal from the institution when a student's schedule reflects all combinations of Withdrawn (W, WN, XW, WF) for a term/payment period. The Institution will apply the Withdrawal date as the date the student withdraws from the last course on the schedule or the last date of attendance at an academically related activity as determined by the Institution, whichever is later. Broward College will use as the Date of Determination the date when the student withdrew from the last course in the term/payment period, or the date of notification that the student has withdrawn from all courses in the term/payment period, whichever is later. If the student re-enrolls in any session within the same term/payment period, the student is no longer considered withdrawn. The college will run a report multiple times during the term to identify those students who have received a W for all courses in a term/payment period or who have re-enrolled in later sessions within the term/payment period.

### Unofficial Withdrawal

If a student receives a combination of W, F, U, or WI for their entire schedule during the payment period or period of enrollment, the College will consider the student to have unofficially withdrawn. The College will perform an 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.

<b>Recommending Officer's Signature</b> <i>Jayson Troff</i>	<b>Date:</b> 09/10/18	<b>President's Signature</b> 	<b>Date:</b> 09/10/18
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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 45 days from the end of the payment period or period of enrollment for all unofficial withdrawals.

### Using FAA on the Web to calculate R2T4

Broward College uses the R2T4 calculation tool on FAA Access on [www.faa.gov](http://www.faa.gov) (<https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp>). On a yearly basis, Broward College will update the institutional screens (institutional charges and school calendar) on the R2T4 section of FAA Access by determining the following separately for credit hour and clock hour programs:

Payment period versus a period of enrollment – Broward must use payment period for credit hour programs, and period of enrollment for clock hour programs

- For credit hour programs
  - Beginning and ending dates for each period
  - Whether the period includes a scheduled break of five or more days, and if so, how many days is the break
- For Clock Hour Programs
  - Number of clock hours in the period
  - Number of clock hours the student has completed
  - Number of clock hours the student was scheduled to complete as of the date of withdrawal
- Allowable institutional charges
- Attendance taking or not? For credit hour programs, Broward is not an attendance taking institution. Clock hour programs are attendance taking by default.

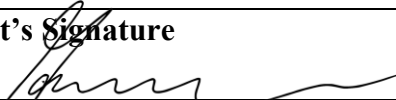
If there are multiple credit hour calendars, these should be input separately with a code assigned to each calendar. This way you can use the code when completing the R2T4 for the student and do not need to enter these dates each time.

The following determinations are made for each student who is subject to an R2T4 calculation:

- Type of withdrawal – official or unofficial
- Date of withdrawal
- Date Broward College determined the student withdrew
- Amounts and types of financial aid disbursed
- Amounts and types of financial aid that could have been disbursed

### Using FAA to calculate R2T4

Once this information has been determined, it can be input into the student information section of R2T4 on FAA Access.

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1. To begin the R2T4 calculation, select “create new record” and enter the student’s social security number. Under student information, only enter the student’s name and date of birth. All other information is optional and is not needed for the calculation.
  
2. Select create an R2T4 record and enter the calendar, institutional charge, and withdrawal date for the student. Continue to the next page and enter information related to the student’s aid that was disbursed and aid that could have been disbursed. Once all data has been entered, select “submit” and it will take you to the calculation page from which you can select “printable page.” Print out the calculation for each student so that it can be stored in the student’s file.

### Reviewing the R2T4 Worksheet

- ❖ Box H indicates the percentage of aid the student earned and Box L indicates the amount of financial aid the student earned. Box J identifies any post-withdrawal disbursement amount, Box P identifies the loan amount to be returned by the school and Box U identifies the amount of grant funds to be returned by the student.
  
- ❖ If the student is to return grant funds (see Box U) Broward College will return the funds on behalf of the student and then bill the student for those funds. Additionally, the student will be billed for any unpaid institutional charges remaining as a result of the loans returned.

### Returning Unearned Aid

Unearned Title IV aid will be returned to the following programs in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Parent PLUS Direct Loan
4. Federal Pell Grant
5. Federal SEOG

Any loan funds that must be returned by the student (see Box R); students will be subject to established repayment guidance as outlined in the borrower’s rights and responsibility as indicated on the Master Promissory Note (MPN).

Once the R2T4 has been calculated, if there is a post-withdrawal disbursement (Box J), the financial aid team member will determine the amount of grant versus loan funds. The student will then be notified through their Broward College Email account regarding these funds and the student will have 14 days to respond as to whether they want the funds or not. Broward College will retain the student’s communication as proof of their response. If verification documents are pending for a student eligible for a post-withdrawal disbursement, the student will receive an email notification. Verification documents must be submitted within 5 business days or the award will be canceled.

If the student indicates they want some or all of the funds, the financial aid team member will post the award to the student’s record and request that the funds be disbursed to the student.

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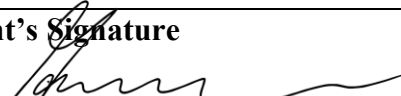
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If there is no post-withdrawal disbursement and there are grant and/or loan funds to be returned by the student, the financial aid team member will adjust the student's awards to reflect the decrease in awards and process the student's record to return the funds to their source.

If the student borrowed student loans during their enrollment at Broward College, financial aid will notify the student of entrance counseling requirements via their Broward College email account.

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