



R2T4 POLICY

Policy

Federal funds are awarded under the assumption that the student will complete the period of enrollment. When a student withdraws, ceases to attend, or doesn't submit required assignments, SJCME must determine whether or not the student is eligible for the aid they received or were scheduled to receive.

The Registrar's office notifies the Financial Aid office of any student that has officially/unofficially withdrawn from a payment period or period of enrollment. Once received the FA office begins the recalculation process to determine if any or all funds must be returned to the Title IV program. The financial aid office will use the date determined by the registrar's office on the student's transcript as their official withdrawal date and request documentation from the faculty to support that date (if needed).

Procedure

Depending on whether the student officially or unofficially withdrew the processes may vary. An officially withdrawn student has notified the Registrar's office and made a request, who in turn will notify the proper departments including Financial Aid. An unofficial withdrawal occurs when the school determines the student has ceased attendance or interaction. The financial aid office will begin their process on the day after final grades are due to the Registrar. The date of withdrawal depends on whether the proper forms have been submitted to the Registrar's office (official) or not (unofficial). This date will be used to perform the Return of Title IV calculation.

If funds are required to be returned using the RT24 method, the Financial Aid office will return those funds to the Title IV program and notify the student of the action. The same process is used for the College's institutional funds. For example, if a student has completed 22% of the payment period, they will be allowed to keep 22% of all institutional aid.

Process

Official Withdrawals:

1. The Registrar's office is the primary contact for students who wish to officially withdraw. If a student refers to a staff member outside of this office, they will in turn communicate this information to the Registrar's Office who will then contact the student to complete the required withdrawal process.
2. Once the necessary withdrawal information is processed, the Registrar's Office will notify other offices according to the student's program. The Financial Aid Office will receive the form and begin the R2T4 process.
3. The Financial Aid Office calculates the amount of Title IV funds that need to be returned. Our office uses Powerfaids Software (Return to Title VI) to perform the Title IV refund calculation.



Return of Title IV Funds

4. The amount of aid disbursed to the student is reviewed and inserted into the required fields for calculation.
5. If calculation requires aid to be returned, the Financial Aid office will create a file to export to Common Origination & Disbursement (COD) to remove or reduce aid from the appropriate Title IV program. This correction information will be added to PowerFAIDS, a disbursement file (roster) with the amount of aid correction will be given to Student Accounts for posting on Campus Café to the student's ledger.
6. If this calculation results in the return of aid, the Financial Aid office and Business Office will notify the student of their obligation to repay funds by contacting the student by both mail and email.
7. If this calculation shows additional aid to be disbursed, the financial aid office will add/adjust the student's disbursement award on PowerFAIDS and create a disbursement roster for Student Accounts to post on Campus Café to the student's ledger. If this in turn creates a credit, a refund check will be sent to the student.
8. This process takes 2-3 business days. Federal regulations mandate that the institution has 30 days from the student's date of withdrawal, end of their payment period, or period of enrollment to complete the calculation. Title IV funds must be returned no later than 45 days after the date of determination.

Unofficial Withdrawals:

1. After grades are due the Financial Aid Office will create a report using the student's GPA and classes listed to determine their last academic event.
2. The Financial Aid Officer will indicate whether the students on this report received all "I, F, or W" (incompletes, failing grades, or withdrawals) and then completes the Return to Title IV calculation to determine the percentage of aid earned.
3. The date used to determine their last academic event will be the date in which grades were posted to the student's transcript and request supporting information from their instructor.
4. The Financial Aid Office calculates the amount of Title IV funds that need to be returned. Our office uses Powerfaids Software (Return to Title IV) to perform the Title IV refund calculation.
5. The amount of aid disbursed to the student is reviewed and inserted into the required fields for calculation.
6. If calculation requires aid to be returned, the Financial Aid office will create a file to export to Common Origination & Disbursement (COD) to remove or reduce aid from the appropriate Title IV program. This correction information will be added to PowerFAIDS, a disbursement file (roster) with the amount of aid correction will be given to Student Accounts for posting on Campus Café to the student's ledger.
7. If this calculation results in the return of aid, the Financial Aid office and Business Office will notify the student of their obligation to repay funds by contacting the student/parent (Federal PLUS Loans) by both mail and email.
8. If this calculation shows additional aid to be disbursed, the financial aid office will add/adjust the student's disbursement award on PowerFAIDS and create a disbursement roster for Student Accounts to post on Campus Café to the student's ledger. If this in turn creates a credit, a refund check will be sent to the student.



Return of Title IV Funds

9. This process takes 2-3 business days. Federal regulations mandate that the institution has 30 days from the student's date of withdrawal, end of their payment period, or period of enrollment to complete the calculation. Title IV funds must be returned no later than 45 days after the date of determination.

Situations that do not Require Title IV Funds Calculations

- A student was only awarded Federal Work Study
- Student did not receive any Title IV aid
- A student dropped courses, but remained enrolled in some courses.

*If a student completes at least 60% of their classes than the calculation will still be performed to ensure that all aid was earned.