



Return of Title IV Funds

Return of Title IV Funds (R2T4) refers to the calculation required when student receives (*Title IV* aid, federal financial aid) and withdraws from an institution during a payment period/period of enrollment in which they began attendance. The calculation determines the amount of *Title IV* aid (federal financial aid) the recipient earned, compared to the amount disbursed. This calculation determines whether funds must be returned, or if the student is eligible for a post-withdrawal disbursement.

A student is considered a Title IV recipient if before the student withdrew: the institution received an official EFC (completed financial aid file); the institution received an application for a federal loan; the student was awarded any federal loan or grant; the institution received a valid ISIR or SAR.

Determine the Percentage of Aid Earned

The percentage of aid earned by a Title IV recipient will be determined by calculating the percentage of the payment period the student completed. The percentage completed is calculated as “*days attended in the period divided by total days in the period*”. The number of days are calendar days, and breaks of at least five days in length are excluded. If the percentage completed exceeds 60%, there is no need to return any Title IV funds.

September, December, and Summer Sessions (Module) Aid Earned Calculation:

Students who are enrolled for more than one session (early and late in the summer or December or September Session and traditional Winter or Autumn Quarter) and drops an early session without attending other early sessions must confirm in writing that they are planning to attend the later session. If the student does not confirm they will be attending a later session, they are considered a withdrawal and the calculation of earned aid applies.

Date of Withdrawal:

The institution will maintain the student’s withdrawal date in the Banner System - See [Tuition Refund Policy](#))

1.1 Official Withdrawals

The official withdrawal is the date the student submitted a completed Add/Drop Form, submitted a letter requesting a complete withdrawal, or orally notified Student Academic Services of their intent to completely withdraw. The student’s official withdrawal date may also be the day they dropped all their courses via the Web. At the institution’s option, any earlier or later date, which the institution documents as the last date of academically related activity by the student, may become the official withdrawal date.

1.2 Unofficial Withdrawals

If a student does not provide proper written notice to Student Academic Services, financial obligations will remain binding, regardless of whether classes were attended or whether any contracted services were utilized.

For the return of Title IV funds, if a student does not officially withdraw from all their courses, the mid-point of the payment period will be used as the official withdrawal date. At the institution’s option, any earlier or later date, which the institution documents as the last date of academically related activity by the student, can be used. Another date, determined by the institution, related to an accident, illness,

grievous personal loss, or other circumstances beyond the student's control, which prevented the student from withdrawing officially, could also be used.

Determine the Amount of Aid Earned:

The amount of aid earned will be determined by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student. The definition of aid that could have been disbursed is if it qualifies for late disbursement under the cash management rules. (A late disbursement may be made if, before the date the student became ineligible there was an official EFC received; an electronic origination record was created, or loan application was certified; a valid SAR or ISIR was received; the student was awarded grant; the student was awarded loan and the student has unpaid educational costs.) The net amount of Federal loan proceeds will be used, (after fees have been deducted), and Federal Work-Study earnings will be excluded.

2.1 Disbursed Aid Exceeds Earned Aid

The amount of unearned aid will be determined by subtracting earned aid from aid that was already disbursed. No further disbursements will be made from any Title IV program.

2.1.1 The responsibility for returning unearned aid is distributed between the school and the student. The institution will return the lesser of: total unearned aid or the product of multiplying institutional charges by the percentage of aid unearned. The student will return the difference between the total unearned aid and the amount returned by the institution. The institution will allocate its share of unearned funds first. The student's share of unearned funds will be fully allocated to the programs not satisfied by the institution's share. Any portion of the student's share that is allocated to a grant program will be reduced by 50%. Grants will be repaid to the grant program on the student's behalf and the student will owe the institution. Any portion of the student's share that is allocated to a loan program will be repaid under the terms and conditions of the loan as specified in the promissory note.

2.1.2 The return of Title IV funds will be allocated back to the programs in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal PLUS loan, Federal Pell Grant, Federal SEOG, other Title IV grant or loan assistance and other grants, for WA State EOG and WCG see WA State Repayment Policy.

2.2 Earned Aid Exceeds Disbursed Aid

The amount of post-withdrawal disbursement will be determined by subtracting disbursed aid from earned aid. A student who received less aid than was earned is *entitled* to a post-withdrawal disbursement; the institution will make or offer to make the disbursement. Awarded grant funds for which the student established eligibility prior to withdrawing would be disbursed ahead of loan funds when making post-withdrawal disbursements.

2.2.1 The institution will use some or all of a post-withdrawal disbursement to satisfy outstanding charges on the student's account for tuition, fees, and institutional contracts for room and board. The institution may use the post-withdrawal disbursement to satisfy other outstanding institutional charges only if it has a proper authorization from the student (or parent in the case of PLUS funds). Loan disbursements are subject to the notification and right-to-cancel provisions, which are included on the student's monthly account statement.

2.2.2 The student (or parent for PLUS) will be offered any portion of post-withdrawal disbursement not credited towards unpaid charges. The institution will not withhold the portion of a post-withdrawal disbursement not used to satisfy institutional charges. The remaining portion of a post-withdrawal disbursement will be offered to the student (or parent for PLUS) within 30 days of the institution's determination that the student withdrew. The institution is not obligated to disburse funds if the student (or parent) does not respond within 14 days. If a late response is received, the institution may either disburse the funds or notify the student (or parent) that it will not make the disbursement. All post-withdrawal disbursements will be made within 90 days of the institution's determination that the student withdrew.

3. Timeline

Within 45 Days

3.1 Within forty-five days of the date the institution determined that the student withdrew, the institution will:

- i. Return its share of unearned Title IV funds if disbursed aid exceeds earned aid.
- ii. Offer a student (or parent in the case of a PLUS loan) any post-withdrawal disbursement not credited to the student's institutional account if earned aid exceeds disbursed aid.

3.2 Within 90 Days

Within ninety days of the date the institution determined that the student withdrew, the institution will make any post-withdrawal disbursement that is due the student or parent.

3.3 The institution will determine the withdrawal date for a student who withdraws without providing notification within 45 days after the end of the earlier of: the payment period for term-based programs; the academic year in which the student withdrew; or the educational program from which the student withdrew. The process will be:

- a. After the initial grade run (one day after grades are due) and upon the close of each quarter (four weeks later), a report will be run of all students on financial aid who have received E's in every class.
- b. From this list, the professors will be contacted to obtain the last date of attendance class.
- c. Based on the date of last attendance, the student will be given the appropriate refund of Institutional charges and the Title IV funds, and state funds will be returned to the appropriate account.

3.4 Appeals or petitions from students that result in a change of the refund rate used to determine the initial repayment of financial aid to program funds must be received within 30 days from the date of withdrawal to ensure that funds are returned to the Title IV programs within the required 45 days.

4. Return of Institutional Grant and Scholarship for Need-Based Students

After first week of a quarter (5 class days) financial aid enrollment and award is frozen, except for coursework in internships, independent studies, and individual instruction in music which can be added up to the 10th class day. If student receives 100% refund institutional aid is canceled and, when applicable, other aid is return in the following order: Private/State Loan funds, Nursing Loan, State Work-Study earnings, Federal Work-Study earnings and Institutional Loan.

5. State Gift Repayment Policy - See State Policy