



## Return of Title IV Funds

When a Title IV-eligible student withdraws from a program prior to completion of the program, a Return-to-Title-IV (R2T4) calculation must be completed. This form is completed by the School District's Financial Aid Department within 14 of the school determining that the student has withdrawn from the program.

The initial withdrawal form is created by the instructor and sent to the Assistant Principal and Data Processing Department in a timely fashion. Upon receipt of the withdrawal, all information is reviewed for accuracy and entered into the Campus Information System (CIS) and the school district's Mainframe computer. Aparicio-Levy Technical College will then notify the Financial Aid Department to begin the R2T4 process.

When a Title IV-eligible student withdraws prior to completion of the payment period, a calculation is made using the Return to Title IV form provided by the United States Department of Education (USDOE) for clock hour institutions. The calculation determines the amount of the Title IV funds the student has actually earned based on his/her attendance and academic progress to date. Calculations are based on total number of class hours scheduled up to the date of withdrawal. The calculation indicates the amount of funds that must be returned to the USDOE within 45 days from the institution's date of withdrawal determination.

### *Three different results may occur from the Return-to-Title-IV calculation:*

#### **A. Student has earned more than he/she has already received:**

A student may be eligible for an additional Title IV disbursement (called a "post-withdrawal disbursement"). If this is the case, the student will be notified of the amount and the date the post-withdrawal disbursement check will be available, in accordance with federal regulations.

#### **B. Student has earned exactly what he/she already received:**

When the calculation determines that the student has already been paid the exact amount earned, no further action in the Federal Government Disbursement system is required. A calculation is done at Aparicio-Levy Technical College to determine if there is a tuition credit balance in the student's account. If a credit balance exists, the student will be notified and a refund check will be processed.

### **C. Student has earned less than already received:**

When this situation arises, the Financial Aid Office determines the unearned aid that must be returned to the Title IV Program (PELL). The Financial Aid Office notifies the student of the overpayment amount and gives the student an opportunity to repay that amount to Aparicio-Levy.

Two types of repayment may be necessary: (1) the amount that the student owes Aparicio-Levy, and/or (2) the amount the student owes the United States Department of Education (USDOE).

If the student is unwilling or unable to return the funds owed to the USDOE as an overpayment, Aparicio-Levy forwards to the USDOE the student's name, Social Security number, and other relevant information. The student is then notified that the matter has been turned over to the government. It is then the institution's responsibility to notify National Student Loan Data Services for Students (NSLDS) of the overpayment, and Aparicio-Levy does so via the Internet.

Regardless of the outcome of the Return-to-Title IV calculation, the student is obligated for any tuition, fees, books or equipment not covered by the Title IV funds.