



Withdrawal and Return to Title IV (R2T4) Policy

Federal Title IV funds are offered/awarded to a student under the assumption that they will remain in classroom attendance for the entire period (semester) for which the assistance is awarded. When a student withdraws from all courses, regardless of the reason, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

If the student withdraws from all courses prior to completing over 60% of a semester, they may be required to repay a portion of the federal financial aid they received for that term. A pro rata schedule is used to determine the amount of federal student aid funds the student will have earned at the time of withdrawal.

The return of funds is based on the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all their financial aid and will not be required to return any funds.

A return of Title IV calculation is completed for any student receiving Title IV aid who subsequently withdraws before the end of the enrollment period (i.e. term) and is processed through the R2T4 application included in Ed Express and Common Origination and Disbursement (COD) software. After reviewing the student's account, the Office of Financial Aid will determine the amount of Title IV aid credited to the student's account. Calculations will then determine the amount of Title IV funds to be returned. After performing these calculations and completing the appropriate paperwork, the Office of Financial Aid will notify the Office of Business Affairs of any adjustments to federal aid. The student is then notified in writing of any adjustments and, if applicable, is notified of all federal aid returned. Funds must be returned in the order specified on the treatment of Title IV funds document printed from the Ed Express and COD R2T4 software. The college returns unearned aid by repaying funds to the following applicable sources, in order, up to the total net amount disbursed from each source: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Parent PLUS Loan, Pell Grant, FSEOG.

Official Withdrawal

Students intending to officially withdraw should contact the Office of the Registrar. Students planning to enroll for the next semester will need to contact the Office of Financial Aid to re-apply for financial aid for the following semester.

The official withdrawal date used to determine the return of funds calculation is maintained in the Office of the Registrar as well as within the Colleague administrative software system. The "Student's Withdrawal Date" will be the date the student provides official notification of their intent to withdraw.

Special Circumstances

Cancellation of Enrollment

Should a student cancel their enrollment before classes start and aid is transmitted to the student's account as opposed to withdrawing, no Return of Title IV calculation will be performed. Instead, all aid disbursed will be canceled and returned to the appropriate aid programs.

Suspension or Dismissal

In cases where a student is suspended or dismissed from the college, the "Student's Withdrawal Date" will be the date the student's suspension or dismissal takes effect.

Unable to Provide Official Notification

If the student does not provide official notification because of circumstances beyond the student's control (i.e. student's death, student's hospitalization, natural disaster), the "Student's Withdrawal Date" will be the date that the college determines the event took place that resulted in the student being unable to provide official notification. This will usually be processed by the Office of the Registrar.

Institutional Charges

Institutional charges for R2T4 purposes at the college primarily consist of tuition, fees, housing, and meals.