

## **Return of Title IV Funds (R2T4 Policy)**

A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work Study funds but including Federal Direct PLUS Loan funds) OR has met the conditions that entitle the student to a late disbursement.

**Title IV funds are awarded to students with the assumption that the student will attend school for the entire enrollment/payment period.** Financial aid will be revised and/or full or partial repayment of the aid received may be required if a student withdraws from the program or stops attending classes. If a student receiving Title IV funds completely withdraws from school or ceases to attend classes up through the 60% point of the semester, the Financial Aid Office is required to calculate the amount of funds the student earned prior to their withdrawal and calculate the amount that was unearned which must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for federal Title IV purposes, that the student has “*unofficially withdrawn*”, unless the institution can document that the student completed the period. If the student did not attend any or all classes, the institution must determine if the student was entitled to the award(s).

The last date of attendance is used to determine the point in time that the student stopped attending so that the percentage of the enrollment/payment period completed can be determined. The percentage of Title IV aid earned is equal to the percentage of the enrollment/payment period the student completed. The last date of attendance may include date of the last quiz or exam taken, date of the last assignment submitted, or the date of the last actual attendance in the course.

If financial aid is processed for a student who never begins attendance in any class for which s/he registered in a term, all aid will be canceled.

In cases where funds must be returned, the school will reimburse the Title IV programs via the tuition revenue account. Refunds must be disbursed no later than 45 days after Polytech Adult Education administration has officially declared the student as withdrawn from the program. Disbursement of any Title IV funds that the student has earned but have not yet been disbursed to the student must be disbursed within 45 days. All post-withdrawal disbursements are applied to student account first, and any resulting credit balance must be disbursed no later than 14 days after the calculation of R2T4. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

Any tuition refunds due to the student will first be returned to reimburse the Title IV programs. Funds will be returned to the appropriate program in the following order:

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS loans
- Federal Pell Grant

Students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, in accordance with the existing program cancellation and refund policy. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition. Students who owe the US Department of Education for an overpayment of Title IV funds are not eligible for any additional federal

financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Furthermore, a financial obligation will be placed on the student's account by the institution, which will prohibit the student from registering in the future courses, receiving academic transcripts, or receiving any additional federal aid funds.

NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or Polytech Adult Education policies. If changes are made, the student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated and very encompassing regulation. Additional information is available in the Financial Aid Office.