

## **Return to Title IV**

- I. In accordance to the US Department of Education (ED), a student must earn his or her federal financial aid funds through classroom attendance and participation each term. Title IV (federal) financial aid funds are awarded under the assumption that a student will complete the courses for which the funds were awarded. When a student who is receiving federal financial aid fully withdraws from all courses for any reason, the student may no longer be eligible for the full amount of federal financial aid funds originally disbursed to the student. The Return to Title IV (R2T4) calculation is processed by Northern Wyoming Community College District (NWCCD) Office of Financial Aid. The calculation is used to determine the percentage of federal financial aid funds that the student earned while enrolled for the semester, and whether the student will have to repay a portion of the financial aid funds that they received. NWCCD is not an attendance taking institution. *See Procedure: 5041.31 Last Date of Attendance.* Therefore, the determination of a withdrawal date varies with the type of withdrawal. When a student officially withdraws from the semester, the R2T4 calculation is based on the student's notification to withdraw, or date of determination. The date of determination is defined as the date the student submits their institutional withdrawal form (paper or online) to the Records Office. For unofficial withdrawals, please refer to section IV. of this procedure. The R2T4 calculation will be completed within 30 days of the date NWCCD determines the student has withdrawn. NWCCD will return any unearned funds back to the ED within 45 days.
  
- II. The R2T4 Calculation – The Records Office processes all student withdrawals, both official and unofficial. A student may complete the withdrawal process in person or online through their MyNWCCD Self-Service account. The Records Office reviews and processes enrollment updates that are sent to them in paper or the online format through the Self-Service module.
  - a. Return to Title IV funds calculations will only be processed on students who received federal Title IV financial aid in the payment period and have completely withdrawn from the payment period. Once a R2T4 calculation is processed, the student's account is updated to record funds that have been earned and unearned. If the student owes a return of funds, their account is updated to reflect the amount due immediately. If the student has a Title IV credit balance, their refund is processed in the next bi-weekly student financial aid refund process. It is the responsibility of the student to pay their balance to the Business Office. See *Procedure: 5041. 1 Student Account Balances.* Students who were only awarded

Federal Work-Study funds, who changed enrollment but did not completely withdraw, who never established attendance in the payment period, or who were not eligible for federal financial aid within the payment period due to not meeting NWCCD Satisfactory Academic Progress requirements are not eligible for the R2T4 calculation.

- b. Return of Title IV funds calculations are required for the following programs: (a) Federal Direct Loans: Unsubsidized and Subsidized, (b) Direct Parent Plus Loan, (c) Federal Pell Grant, (d) and the Federal Supplemental Educational Opportunity Grant. NWCCD will return Title IV funds, in the above order, to the programs from which the student received aid during the payment period.
- III. Withdrawing from Modules – If a student is enrolled in courses offered in modules, and completely withdraws from modules earlier in the payment period but not from modules which have not yet begun, the student is treated as a withdrawal unless he or she provides written notification of intent to return for the module(s) later in the semester. If the student does not provide written documentation of intent to return later in the payment period, the Office of Financial Aid will calculate R2T4 on the student’s account for courses in which attendance was established. If the student does return later in the payment period, the R2T4 calculation will be purged from the student’s account.
- IV. Unofficial Withdrawal – After all final grades have been posted each semester, the Office of Financial Aid will receive a report from the Records Office of all students who received federal financial aid and have a final grade of D, F, W or U. Instructors are required to submit LDAs on all F grades reported at the end of a semester. The Office of Financial Aid will review this report to determine if each of the students earned any passing grades in that semester. If a passing grade was earned, no further action is taken. If a passing grade was not earned on all attempted courses, and the student’s LDA was before the last week of the semester, the student is considered to have not earned the failing grades and is treated as an unofficial withdrawal. The R2T4 calculation is performed based on the student’s most recent LDA.
- V. Post-Withdrawal Disbursement – Post-withdrawal disbursements of grant funds are awarded to the student directly and processed in the next round of bi-weekly financial aid disbursements. Post-withdrawal disbursements for student loans are pending in the student’s account. A letter is mailed, within the 30 day requirement, to the student, offering them a 14-day window to accept the full amount or less of the student loans to which they are entitled. If no response is received from the student within the 14-day window, the loan disbursement is cancelled and updated in the ED Common Origination and Disbursement (COD) system. The Office of Financial Aid is responsible for offering post-withdrawal disbursements as applicable.

VI. R2T4 Student Notification – The Office of Financial Aid will generate emails and text messages to the student directly after the R2T4 calculation is performed. The email and text prompts the student to review their updated balance in their Self Service account.

VII. “Earned” Aid Definition – When a student remains in attendance in at least one course through the 60% point of the payment period, the student is considered to have earned all federal financial aid. A student’s date of determination must fall on or after the determined 60% point of the semester. The percentage of days completed is calculated using the following formula:

$$\text{Number of days } \textit{divided by} \text{ total days in a semester or module} = \text{Percentage of semester completed}$$

- a. For students who withdraw after the 60% point, there are no unearned funds, however, the Office of Financial Aid will process the R2T4 calculation to determine whether or not the student is eligible for a Post-Withdrawal Disbursement. Days, for the purpose of this calculation, are considered to be calendar days. For example, a 7-day week includes Saturday and Sunday, even if classes are not normally held during that time. Scheduled breaks of more than five consecutive days are excluded from both the number of days attended and the days attended in a semester or module.

VIII. Withdrawing from classes will potentially affect a student’s financial aid eligibility, both for the current semester and for subsequent semesters, if the withdrawal results in a failure to maintain Satisfactory Academic Progress standards as outlined in *Procedure 5041.32: Satisfactory Academic Progress*. NWCCD strongly encourages students to meet with the Office of Financial Aid prior to withdrawing from classes so that each student may make an informed decision.