

5000.3J Return of Title IV

Overview

In accordance with the U.S. Department of Education, a student must earn his or her federal financial aid 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 originally disbursed. The Return of Title IV (R2T4) calculation is processed by the Gillette Community College District (GCCD) Office of Financial Aid. This calculation is used to determine the percentage of federal aid the student earned while enrolled for the semester, and whether the student must repay a portion of the financial aid received.

GCCD is not an attendance-taking institution. (See Procedure 5000.3I: Last Date of Attendance.) Therefore, the determination of a withdrawal date varies with the type of withdrawal.

For official withdrawals, 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The R2T4 calculation will be completed within 30 days of the date GCCD determines the student has withdrawn. Northern Wyoming Community College District (NWCCD) will return any unearned funds to the U.S. Department of Education within 45 days.

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 submitted in paper form or through the Self-Service module.

Adopted: May 18, 2022

Reviewed:

Revised: April 7, 2029

a. Calculation Process

R2T4 calculations will only be processed for students who received federal Title IV financial aid in the payment period and who completely withdrew from the payment period.

Once a calculation is processed:

- The student's account is updated to record earned and unearned funds.
- If the student owes a return of funds, their account is updated to reflect the amount due.
- If the student has a Title IV credit balance, their refund is processed in the next bi-weekly financial aid refund process.

It is the responsibility of the student to pay any remaining balance to the Business Office. (See Procedure 5041.1: Student Account Balances.)

Students who:

- Were only awarded Federal Work-Study funds,
- Changed enrollment but did not completely withdraw,
- Never established attendance during the payment period, or
- Were not eligible for financial aid due to failure to meet Satisfactory Academic Progress requirements

are not eligible for the R2T4 calculation.

b. Covered Federal Aid Programs

Return of Title IV funds calculations are required for the following programs:

- Federal Direct Loans: Unsubsidized and Subsidized,
- Direct Parent PLUS Loan,
- Federal Pell Grant, and
- Federal Supplemental Educational Opportunity Grant (FSEOG).

NWCCD will return funds in the above order to the programs from which the student received aid during the payment period.

Withdrawing from Modules

Adopted: May 18, 2022

Reviewed:

Revised: April 7, 2029

If a student is enrolled in courses offered in modules and completely withdraws from the modules that have begun, but not from those that have not yet begun, the student is considered a withdrawal unless written notification of intent to return is provided for future modules.

If no written documentation is received, the Office of Financial Aid will calculate R2T4 based on the courses in which attendance was established. If the student does return later in the payment period, the R2T4 calculation will be removed from the student's account.

Unofficial Withdrawal

After final grades are posted each semester, the Office of Financial Aid will receive a report from the Records Office identifying students who received federal financial aid and have a final grade of D, F, W, or U.

Instructors are required to submit LDAs for all F grades reported at the end of a semester. The Office of Financial Aid will review the report to determine if each student earned any passing grades.

If at least one passing grade was earned, no further action is taken. If no passing grades were earned, and the LDA occurred before the last week of the semester, the student is considered to have unofficially withdrawn. The R2T4 calculation is based on the most recent LDA.

Post-Withdrawal Disbursement

a. Grants

Post-withdrawal disbursements of grant funds are awarded directly to the student and processed in the next bi-weekly disbursement cycle.

b. Loans

Loan disbursements are pended in the student's account. A letter is mailed within 30 days, offering the student a 14-day window to accept all or part of the eligible loan amount.

If no response is received within 14 days, the disbursement is canceled and reported to the U.S. Department of Education via the Common Origination and Disbursement (COD) system.

Adopted: May 18, 2022

Reviewed:

Revised: April 7, 2029

The Office of Financial Aid is responsible for offering and managing post-withdrawal disbursements.

R2T4 Student Notification

The Office of Financial Aid will generate email notifications to students after the R2T4 calculation is completed. These notifications prompt students to review their updated balance in their Self-Service account.

“Earned” Aid Definition

A student is considered to have earned all federal financial aid if they remain enrolled in at least one course through the 60% point of the payment period. The student's date of determination must fall on or after this 60% point.

The percentage of completion is calculated using the following formula:

Number of calendar days completed ÷ Total number of calendar days in the semester or module = Percentage of completion

- Days are counted as calendar days, including weekends.
- Scheduled breaks of more than five consecutive days are excluded from the calculation.

If a student withdraws after the 60% point, there are no unearned funds. However, the Office of Financial Aid will still process the R2T4 calculation to determine eligibility for a post-withdrawal disbursement.

Impact on Financial Aid Eligibility

Withdrawing from courses may impact a student's financial aid eligibility for the current and future semesters if it results in failure to meet Satisfactory Academic Progress (SAP) standards. (See Procedure 5000.3K: Satisfactory Academic Progress.)

Students are strongly encouraged to meet with the Office of Financial Aid prior to withdrawing from classes in order to make an informed decision.

Adopted: May 18, 2022

Reviewed:

Revised: April 7, 2029