

Return of Title IV Funds Policy

The Admission and Records Office notifies the Financial Aid Office of all financial aid student withdrawals from all coursework prior to the 60% date. The Financial Aid Supervisor will request a withdrawal query configured from the PeopleSoft system on a regular basis to complete Return of Title IV funds within the required timeline.

The Financial Aid Office will use the last day of attendance on the withdrawal reported, or as indicated and documented by the instructor, Admissions and Records, or the student, in determining the percentage of the pay period the student completed.

If the Financial Aid Office learns independently that a student has stopped attending classes, the instructors will be contacted and requested to submit the last day the student attended a class-related activity.

The Financial Aid Office will use the PeopleSoft delivered Return to Title IV functionality to determine the required repayment from the institution and the student.

Assessed refunds will be refunded to the financial aid programs from which they were paid in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loans
4. Pell Grant
5. Supplemental Educational Opportunity Grant

Calculation and Notification Deadline:

R2T4 calculations must be completed within 30 days of the date the campus determined the student withdrew and the student must be notified of the results of the calculation. Calculations include any aid eligible for a post-withdrawal disbursement. For further information see SFA Handbook beginning on page 5-100.

If the student owes a repayment based on the R2T4 calculations **the notification must be mailed within the 30 days** of the date the campus determined the student withdrew. The following items must be included in the notice:

- The amount of the overpayment
- The student's eligibility for Title IV aid will end if the student fails to resolve the overpayment in 45 days from the date of the notification (or the date the campus was required to send the notification).
- The options the student has to resolve the overpayment (see Student Overpayment section below)

- Failure to resolve the overpayment will result the campus reporting the overpayment to NSLDS and the debt will be referred to the Debt Resolution Services for collection
- The contact information for the campus representative who can discuss options for resolution

Institutional Overpayment – the amount indicated in box O on R2T4 worksheet. This is an overpayment due from the campus and cannot not be referred to the Department of Education (DOE) for collections or reported to NSLDS as an overpayment.

Return Deadline:

Funds must be returned as soon as possible **but no later than 45 days** from the date the campus determined the student’s withdrawal.

Return Process:

1. The Financial Aid Office will reduce the student’s award by the amount of the institutional overpayment.
2. This will result in the award reduction on the student’s account and the student will be responsible repaying this balance to the campus.
3. If the overpayment is in the current academic year the reduced award must be reported to COD and the amount available for the campus to draw down will be reduced by this amount. If the award reduced is SEOG the amount spent will be reduced in the campus fund.

Student (Federal) Overpayment – the amount indicated in box U on R2T4 worksheet

The student will retain financial aid eligibility for 45 days from the earliest of:

- The date the campus notified the student of the overpayment
- The date the campus was required to have notified the student (within 30 days of the date the campus determined that the student withdrew)

The student does not have to repay a grant overpayment of \$50 or less. If the amount of grant aid owed is \$50 or less no further action is required.

Return Deadline:

The student must resolve the overpayment with the 45 day deadline.

Return Process:

The student has two options to resolve the overpayment:

1. Repay the amount owed to the Financial Aid Department within the 45 day deadline

The Financial Aid Office will then return funds to the Business office for

processing. The Financial Aid Office will then return funds to the department by reducing the amount in COD and in PeopleSoft. The Business Office/Finance department will deposit the repayment back to the appropriate account. No hold should be placed since the debt has been paid in full.

2. If the student does not resolve the overpayment by the above options, the financial aid office will submit the student overpayment to Debt Resolution Services and NSLDS immediately after the 45 day deadline has passed.

3. Once the Student Federal Overpayment is referred to Debt resolution services, the student must make satisfactory payment arrangements with Debt Resolution Services and make all payments within the timeframe included in the arrangement. Failure to meet any of the terms of the payment arrangement will result in loss of any future Title IV aid. The campus will not enter into payment arrangements overpayments due from the student

For further information about referring R2T4 over payments see SFA Handbook beginning page 5-108.

Return to Title IV Policy for Unofficial Withdraws

Since Peralta is an institution that is not required to take attendance, PCCD acknowledges that it does not have a documented process to determine students who unofficially withdraw.

Financial Aid Procedures

Moving forward, in order to meet Federal Compliance, Financial Aid has implemented the following procedure to identify students who have unofficially withdrawn from the institution in order to calculate Return of Title IV in a timely manner.

After all grades are posted by Admissions and Records (generally within two weeks from the end of the term) , the District Office will run a report from our PeopleSoft system to identify students with failing grades in all enrolled classes immediately after all grades are posted. Failing grades include “F”, “FW”, and “NP”.

A student with a grade of “F” may be required by the financial aid office to provide documentation from the grading instructor that the grade was earned by the student. The student must have attended class for the term and earned a failing grade by such measure as determined by instruction that qualifies a grade of “F”.

Students with no passing grades along with any “I”, “RD”, or “IP” will continued to be monitored until final grades are posted.

These students will be considered unofficial withdrawals and the Financial Aid offices will complete R2T4 calculations within 30 days from the last day of the term using the midpoint of the term (period of enrollment) as the withdrawal date. PCCD will complete calculations and send notification to the student within 21 days of the end of the enrollment period.

The Financial Aid Offices will include in its notification to students the option to provide documentation of their last date of attendance. The Financial Aid Offices will than recalculate R2T4 using the documented last day off attendance as the withdrawal date. The student may also provide documentation that at least one of their failing grades was earned, that they continued attendance through the entire term, to have R2T4 calculations reversed. The student will be given 21 days to provide this documentation to allow the Financial Aid Offices adequate time to change the R2T4 calculate and return funds within the 45 day deadline