

SECTION 12: RETURN OF TITLE IV FUNDS

12.1 Process Overview & Applicability

Return of Title IV Funds calculations are managed by the Director of Financial Aid. On the main campus, traditional program, students wishing to withdraw are directed to the Office of Financial Aid which is the designated place for the withdraw process to begin. The Office of Financial Aid then notifies other offices of the withdraw.

A student who wishes to withdraw from the Professional Studies or online programs must send an e-mail to a designated person in the Registrar function on the Wichita campus to perform the withdrawal. The request for the withdraw is then forwarded to the Office of Financial Aid for processing.

Unofficial withdraws are monitored during midterms and during the satisfactory academic progress for the main campus. Unofficial withdraws in the Professional Studies and online programs are monitored and processed on a weekly basis.

Last updated: 02/20/2009

Policies

In general, the Southwestern College Office of Financial Aid complies with the Return of Title IV regulations as set forth in the CFR and Student Aid Handbook.

Procedures

To ensure that the college is following regulations, one person in the office is designated as the Return of Title IV expert. It is that person's job to regularly connect with the Title IV regulations and updates to ensure that we are making every effort possible to maintain a program that is Federally compliant.

The financial aid professional staff is required to attend approved online or in person training sessions concerning their subject area of expertise a minimum of two times per year.

Resources

688.22
682.607
685.306

12.2 Withdrawal Date

Resources

Policies

Whenever possible, Southwestern attempts to use the actual date the student officially or unofficially withdraws from the institution. This date is either the date that the student indicates their decision to withdraw or the last date of academic activity.

Procedures

When a student indicates either in person or by e-mail that they intend to withdraw from all classes and leave the institution, the date the decision was made is recorded as the official date of withdrawal. When it is determined that a student received straight F's on their transcript during a mid-term or after final grades are submitted for a semester, the last date of the student's attendance is determined in one of two ways. If the class is administered through the BlackBoard system, the class records are checked to determine the last time the student participated in the class activities. In all other cases, the student's professors are contacted requesting the student's last date of attendance in class or last completed assignment.

Registration of Professional Studies students is tracked on a weekly basis through the integration process between the PowerCAMPUS and the PowerFAIDs system. Exception reports are pulled and monitored for large decreases in enrollment. In addition, e-mails from students wishing to withdraw a class are forwarded to the Office of Financial Aid if the Registrar processing the withdrawal determines that the student is receiving Federal financial aid. These e-mails are checked for the potential need for a Return of Title IV calculation.

12.3 Formula Calculation

Policies

Southwestern uses an in-house, Excel spreadsheet based on the Federal R2T4 formula to estimate and perform Return of Title IV calculations. This spreadsheet calculates both the Federal Funds that are earned and unearned as well as the amount of charges that will be refunded.

This spreadsheet is shared with the Business Office for processing of any refunds.

Resources

Procedures

When it is determined that a student is in need of a Return of Title IV calculation, the Office of Financial Aid performs the R2T4 and charge calculations using the in-house Excel spreadsheet. When possible, this spreadsheet is signed by and provided to the student in person for their records. When an in-person counseling session is not possible, the student is provided the Return of Title IV estimate in writing.

To check the validity of the calculations made by the formulas on the spreadsheet, an annual review and comparison is made between the worksheet and the Return of Title IV worksheets provided by the Department of Education on the ifap.ed.gov website.

12.4 Post-Withdrawal Disbursements

Policies

Whenever possible, post-withdrawal disbursements are handled immediately following the Return of Title IV calculation. If this is not possible, the student is given every opportunity within Federal guidelines to complete the necessary paperwork so that the post-withdrawal disbursement can occur.

Procedures

Once the Return of Title IV worksheet is completed, all changes that can be made are immediately processed on the student's PowerFAIDs record. These changes are then immediately exported to the shared drive on the server for import into the student's account. The export file is saved with the following naming convention: "DISB(Last Name)R2T4(MM/DD/YY)"

When a disbursement cannot be made due to missing funds or paperwork, the student's name and progress is tracked on the MySC Student Issue list until such time as the funds are disbursed or Federal deadlines for late disbursement of aid have passed.

Resources

12.5 Returning Unearned Funds

Policies

Returns of unearned funds that are the responsibility of the school are handled immediately following the Return of Title IV calculation.

Resources

Procedures

Once the Return of Title IV worksheet is completed, all changes that can be made are immediately processed on the student's PowerFAIDs record. These changes are then immediately exported to the shared drive on the server for import into the student's account. The export file is saved with the following naming convention: "DISB(Last Name)R2T4(MM/DD/YY)"

FFEL loan funds that need to be returned are immediately processed electronically on the ELM loan system. Direct Loan and Pell funds that need to be returned are immediately processed electronically on COD.

12.5.1 Overaward Resolution

Policies

Every attempt is made to avoid overawards for transferring students by carefully checking NSLDS and ISIR records prior to packaging the transfer student. Overawards of Federal Student Aid caused by shifting registrations and budgets are processed immediately upon discovery.

Procedures

A check of the NSLDS records on imported ISIRs is done prior to packaging a student with financial aid to discover any overaward situation that currently exists. In the case of transfer students, an additional manual NSLDS database check is accomplished to check for disbursements of financial aid that have been made at another school within the academic year.

POP reports are downloaded from the Department of Education and analyzed on an individual basis by the Pell Grant specialist. Pushed ISIRs containing the NSLDS overaward codes trigger an overaward resolution document that is added to the student's document tracking screen. On a monthly basis, the loan specialist pulls a report to resolve any existing loan resolutions.

On a weekly basis, an integration of registration data is processed into the PowerFAIDs system. Exception reports are run to determine any students who, based on shifting budgets, are newly placed into an overaward situation. If necessary, loans are immediately reduced or reallocated to resolve the overaward. Some consideration is taken into account for the

timing of the overaward within the semester or academic year due to the organic nature of the enrollment and registration process in the Professional Studies program.

Once a month, reports are run to double check for students who are overawarded need-based aid or overawarded on their cost of attendance. If necessary, adjustments are processed immediately by either reducing or reallocating need-based or loan funds.

Returns to FFEL lenders are processed immediately on ELM. Returns of Pell or Direct Loan funds are processed immediately on COD. When returns or reallocations are necessary, the student is also notified in writing both at the time of the return or reallocation and after the adjustment has hit the student's account.