



Policy Name:	Return of Title IV
Policy Number:	FinAid.801
Effective Date:	May 19, 2017
Date of Last Revision:	May 19, 2017
Functional Area:	Financial Aid

RETURN OF TITLE IV POLICY (R2T4)

Scope

South Central Louisiana Technical College (SCLTC) has established a process for the return of Title IV funds in accordance with federal regulations and with procedures of the Louisiana Community and Technical College System.

Process Overview and Applicability

For Title IV purposes, this college is an institution that is required to take attendance. The Return of Title IV funds requirements apply to a Title IV grant recipient who withdraws from or leaves school before completing the payment period or period of enrollment. Federal Pell Grants are subject to the return of Title IV funds calculation.

PROCEDURES AND SPECIFIC GUIDELINES

Official Withdrawals: A student who officially withdraws from all classes at the college must initiate the process with the Office of Student Affairs or through their student LoLA account. The Financial Aid Specialist (FAS) will run a process to calculate all Return of Title IV students who have a completed withdrawal record (SFAWDRL).

Unofficial Withdrawals: At the end of each semester, the Registrar runs a report to identify all failing grades and withdrawals. A withdrawal record is created by the Registrar. If the last date of attendance is missing, then Student Affairs will edit the withdrawal record to enter the correct date. Once the withdrawal records are completely processed, the FAS will process R2T4 calculations. An R2T4 process must be completed for students who received failing grades and withdrawals for non-completion or non-attendance.

The R2T4 process also applies to students who are enrolled in part of term classes. Reports are run weekly to identify student withdrawals.

SCLTC follows the process below to identify students who withdrew and to calculate R2T4.

1. The Registrar runs a weekly report to identify students with zero hours.
2. The Registrar creates a withdrawal record in Banner. The Student Affairs Office enters the effective withdrawal date if it's missing on the withdrawal record. (The school must enter the last date of attendance of an academically related activity for the withdrawal date). They also review each student's withdrawal record to ensure accuracy of begin and end dates, and institutional charges which may include tuition, fees, and books/supplies (if applicable).

3. The Financial Aid Specialist runs a report to identify students with a withdrawal record.
 - a) Each student's financial aid record is reviewed to ensure the amount disbursed or the amount that could have been disbursed is accurate.
 - b) The R2T4 calculation is performed on each student individually in Banner.
 - c) The student's disbursement amount is then adjusted if it is determined that the school must return funds.
4. Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the FAS or designee must notify the student in writing that he or she must repay the overpayment.
5. The institution returns both the student's share and the school's share if applicable. As a result, no reporting to NSLDS is required and no referral to Default Resolution Group for collection is required. A debit is created on the student's school account. After a period of non-payment, the balance will be turned over to the Attorney General's office according to the college's collection procedures.
6. If the student owes the school funds that were returned on their behalf, their award will be adjusted and it will reflect their balance in Banner. A hold will be placed on their student account, which will prevent them from enrolling in any LCTCS college. The student will not be allowed to enter any LCTCS college until the money is repaid.