



## **Return of Title IV Funds (R2T4)**

### **Procedure for Withdrawal**

In the instance a student chooses to withdraw from the college, they are required to follow the proper withdrawal procedure. The student must contact the Registrar's office for the forms necessary to drop the student's courses and to withdraw from the college. A copy of the completed form is then forwarded to the Financial Aid Office to determine the student's eligibility status for Title IV aid. The Financial Aid Office must identify the students who are recipients of any form of Title IV funding. For the student who is receiving Title IV the Financial Aid Office must complete a Return to Title IV form to calculate exactly how much Title IV or HEA program funding a student has earned at the point of the student's withdrawal.

### **Official Withdrawal**

A student is considered to be withdrawn from a payment period if the student officially withdraws from the College utilizing the above procedure. If a student withdraws from a course and adds the same exact course within the same pay period with a different start date, the student is not considered to be withdrawn and no changes will be made in terms of their Title IV disbursement.

### **Unofficial Withdrawal**

The student who fails to officially withdraw but who does not complete all of the required days in a payment period or period of enrollment that the student was scheduled to complete in the semester will be considered to have withdrawn as of the last date of documented academic attendance (such as attendance in a course) for purposes of the Title IV Return of Title IV form but will not be eligible for any refund of tuition and fee charges due to the student's failure to officially withdraw.

### **Calculating Refunds**

To comply with the federal regulations of calculating returns, the Financial Aid Office will complete the Return to Title IV (R2T4) worksheet to determine if Title IV aid needs to be returned. If a student officially or unofficially withdraws from their courses before they have reached the 60% point in each semester and/or pay period, a student has not earned all of their Title IV funds. However, after the student has reached the 60% point in the given pay period, they have earned a total of 100% of their

Title IV funds for that pay period. To calculate the percentage of Title IV aid earned, the total number of days the student has completed is divided by the total number of days that are in the semester. The amount of Title IV aid earned is then multiplied by the total amount of Title IV aid that was disbursed or could have been dispersed to the student. It is then determined if a post withdrawal disbursement is required, or if there is no further action to be taken or if there are Title IV and HEA funds that must be returned.

#### **R2T4 Withdrawal Exemptions**

You will not be subject to returns of your Title IV aid if you meet one of the following exemptions:

- You complete all of the requirements for graduation;
- You successfully complete a class or multiple classes that comprise at least 49 percent of the days in the term (in a program offered in modules); or
- You successfully complete a class or multiple classes that comprise at least half-time enrollment (in a program offered in modules).

#### **Student's selected for Verification**

Valor Christian College will not make interim Title IV disbursements to students selected for verification. Student's must complete verification before any aid will be awarded or disbursed. Deadlines for completing verification are as followed

- Fall Semester December 1<sup>st</sup>
- Spring Semester May 1st

When completing return calculations for students who are selected for verification, the school will follow the guidelines below:

#### **Verification Documentation Submitted after the Return Deadline**

If in a particular situation a student completes and submits all required information before the verification deadline but the student does so after the institution has completed the return calculation, the college will complete a new R2T4 form including aid that could have been disbursed. If a student's eligibility has been reduced by the verification documents, only the reduced amount is included in the new return calculation.

#### **Timeframe of Returning Title IV Funds**

Valor Christian College will offer any post withdrawal disbursement of loan funds within a total of 30 days of the date the College determined the student has withdrawn and will return any unearned funds and make a post withdrawal of grant funds within 45 days of that date. The student or the parent, in case of a parent plus loan, must accept or decline the post withdrawal disbursement within 14 days of the notice. All post withdrawal disbursements are posted to the student account first and any credit balance will be refunded to the student within 14 days. In the event a student withdrawals and has a credit balance, a return to Title IV calculation is done first in order to validate that credit balance. In this scenario if the credit balance is valid all funds are refunded to the student within 14 days of the date of the R2T4 calculation. If the R2T4 calculation results in an amount to be returned that exceeds the school

portion, the student must repay some funds. In the situation that the student provides all documents required for verification after withdrawing but before the verification submission date and in time for the College to meet the 30-day return deadline, the college will perform the return calculation including all Title IV aid for which the student has established eligibility.

**Order of the Return of Title IV Funds**

Valor Christian College returns the unearned aid according to the calculations on the completed R2T4 form. The amount to be refunded must be returned to the appropriate source. In addition, the funds must be repaid in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS (Parent loans)
- Pell Grants
- Iraq Afghanistan Service Grant
- FSEOG (not currently available at Valor)