

# Repayment of Student Aid-Return of Title IV

## FT\_FA\_FA\_60

Responsible Officer  
Mandy McLain

### Policy Statement

Financial Aid is required by federal standards, to follow a Return of Title IV protocol. This protocol includes the repayment of federal student aid the student was not eligible to receive due to the early withdrawal from the semester.

### Policy Procedures

The Financial Aid Office monitors the add/drop reports each week for students who withdrawal from some or all of their currently enrolled courses. Each add/drop will be evaluated based on the student's aid eligibility. Fully withdrawing from all courses for the semester, without any earned grades, will result in a R2T4 calculation. The Financial Aid Office is responsible to complete the R2T4 and notify the student in writing within 30 days from the withdrawal.

A letter accompanies the form mailed to the student. The form will outline what forms of financial aid (grants or loans) that need to be repaid, and how to repay those funds along with the timeline.

### Compliance

#### Federal

Higher Education Act of 2008