



Source: Student Consumer Manual, pp 72-74 <https://columbiacentral.edu/student-consumer-information/>

TITLE IV FUNDS RETURN POLICY (R2T4)

Under the Title IV funding (federal financial aid) regulations issued by the U.S. Department of Education, the following policies have been established for those students enrolled in an eligible program who are withdrawn, expelled, or for any reason do not complete the period of enrollment or payment period in which they were enrolled. Please review CCU's Withdrawal Policy for information on the process to withdraw. A student is not considered withdrawn if any of the following applies:

1. The student completes the requirements for graduation before completing the payment period (applicable only to graduation from the student's program of enrollment as of that payment period);
2. If the student is enrolled in a program comprised of modules and any of the following applies:
 - a. The institution obtains written confirmation that the student will attend a later module in the same payment period or period of enrollment that begins no later than 45 calendar days after the end of the module the student ceased attending. (If the student is enrolled in any full-term courses during the payment period the 45-day timeline does not apply, but the student must confirm in writing that they will be returning to a module that begins later in the payment period),
 - b. the student successfully completes one or more modules that, together, comprise at least 49% of the days in the payment period (*excluding scheduled breaks of five or more consecutive days and all days between modules*); or
 - c. the student successfully completes coursework equal to or greater than the coursework required for half-time enrollment.

Regulations for the Title IV programs require that when a student ceases attendance during a payment period or period of enrollment, the amount of financial aid earned by the student up to that point be determined using a pro rata calculation. To determine the amount earned by the student, CCU performs a pro rata calculation that uses the number of days completed in the payment period (*as of Last Day of Attendance*) as the numerator, and as the denominator, the number of days in the semester, or, as follows if enrolled in a semester containing modules:

- If eligible for Pell Grant, Iraq-Afghanistan Service Grant during the period - days in modules the student actually attended, or
- If eligible for Direct Loan or FSEOG funds during the period (*regardless of eligibility for other Title IV programs*) - days in modules the student was enrolled in on the first day of the period or enrolled in at any time during the period.

Institutional breaks of five (5) consecutive days or more, if applicable during the payment period, will be excluded from the calculation. For example, if, as of the last day of attendance,

a student completed 50 days of a semester of 100 days, they will have earned 50% of their Title IV aid for that semester.

If the percentage that results from the formula is greater than 60%, the student earned 100% of the financial aid for which he/she was eligible.

If the percentage earned is 60% or less and the financial aid for which the student was eligible prior to ceasing attendance has already been disbursed, the University and/or the student will be responsible for reimbursing the portion of the funds the student did not earn. The unearned portion of Title IV funding the institution is responsible for, must be returned to the U.S. Department of Education no later than 45 days from the date CCU determined the student stopped attending (Date of Determination).

If the Institution is not required to return all of the unearned funds, the student may be required to return the remaining amount. If applicable, within 30 days from date of determination of withdrawal, CCU will contact the student to coordinate arrangements to return the student portion of unearned grant funds. Students must make satisfactory arrangements to repay unearned grant funds within 45 days of receiving CCU's notice of overpayment. If the student fails to make satisfactory arrangements, CCU will proceed to report the student's overpayment to NSLDS. Please note that failure to make satisfactory arrangements may result in the student losing eligibility for Title IV funds.

Any unearned funds are returned in the following order:

- Unsubsidized Direct Loans;
- Subsidized Direct Loans;
- Direct PLUS Loans;
- Federal Pell Grants;
- IASG Grants;
- FSEOG Grants;
- TEACH Grants.

The student portion of grants will not be returned if the grant overpayment is \$50 or less. Any loan amount returned by the borrower must be repaid according to the terms of the borrower's promissory note.

If the financial aid for which the student was eligible has not yet been disbursed, the student may be eligible to have the financial aid earned disbursed after the R2T4 calculation has been performed. If the R2T4 calculation determines the student has received less in Title IV disbursements than they have earned, the student may be offered a post-withdrawal disbursement (PWD). CCU may automatically disburse all or a portion of the PWD that consists of grant funds in order to satisfy tuition, fees, room, and board, as applicable, within 45 days of the date the CCU determined the student ceased attending. CCU will seek the student's permission to use PWD grant funds for all other educationally related charges. Any PWD of loan funds must be offered to the student or parent borrower in writing within 30 days and accepted by the student or parent borrower and disbursed within 180 days of the date CCU determined the student ceased attending. Loan borrowers who are offered a PWD of loan funds will receive written instructions for declining the PWD or accepting all or a portion of the PWD. A borrower can never receive a PWD for funds for which they did not meet the eligibility criteria at the time they ceased attending.

For additional information, the student can request a copy of the form used to calculate the Return of Title IV Funds entitled: "Treatment of Title IV funds When a Student Withdraws", which is available in the Financial Aid Office.

The R2T4 calculation is separate from CCU's refund policy. If a student ceases attending, the Title IV funds that previously paid or were anticipated to pay the student's balance due to CCU may be reduced resulting in the student owing a balance to CCU. CCU will seek payment from the student for any balance due on the student's account due to the return of funds to the U.S. Department of Education.

CLARIFICATION: This policy may be modified by new regulations issued by the Federal Department of Education and the Accrediting Agency, or as otherwise deemed appropriate. In that case, CCU will update the relevant publications. We encourage the student to consult the newsletters, catalogs, offices, or other means of the University concerning new refund policies to be issued, if applicable.