



St. Thomas University Return of Title IV Funds (R2T4) Policy

U.S. federal aid regulations mandate a Return to Title IV Funds (R2T4) calculation when a student receiving Title IV financial aid (US Direct Loans (subsidized and unsubsidized) or Parent PLUS loans) withdraws from the institution. If a student never attends, ceases enrollment, or withdraws from all courses in the semester and the student received U.S. federal financial aid, the university must determine if these funds are required to be returned to the US government within 45 days of the date of withdrawal.

Conditions under which Title IV program funds would be required to be returned:

- student withdrawing prior to final official withdrawal date resulting in being registered in less than 60% of the time for the award period; this could leave a credit balance on the student account that would be considered money the student did not earn;
- student was awarded money and did not actually arrive at the institution at all; this money would have to be returned

Conditions under which a student would be owed a disbursement of Title IV program funds upon withdrawal from the institution:

- student was registered for 60% or more of the award period and then decided to withdraw; student would have earned all of the award in this case; if the tuition was adjusted based on the withdrawal and a credit balance resulted, the credit would belong to the student;
- student could be entitled to a post withdrawal disbursement depending on his /her time of withdrawal in relation to the awards disbursed

A system to determine the withdrawal date for a student who withdraws officially or unofficially:

- students who are withdrawing officially are instructed to see an academic advisor when they are planning on withdrawing; paperwork is filled out and a date of withdrawal is agreed upon; the paperwork is sent to the Registrar's Office so that classes are removed from the student's record; this paperwork is then sent to Financial Services for a tuition adjustment if necessary;
- If a student withdraws unofficially, we may not find out until the end of the academic period; If this is the case, we will determine a withdrawal date within 30 calendar days for the earlier of the following:
 - (1) The end of the payment period
 - (2) The end of the academic year, or
 - (3) The end of the student's educational program

Guidelines pertaining to the timeframe for returning Title IV program funds:

- Funds will be returned as soon as possible and no later than 45 days after the school determines the student has withdrawn



Guidelines pertaining to the order in which Title IV program funds must be returned:

- We will return funds in the following order:

Unsubsidized Direct Stafford Loans

Subsidized Direct Stafford Loans

Direct Plus Loans

Procedures for calculating the amount of the Title IV program funds that a student has earned upon withdrawal (including any differences in the calculation for clock-hour, credit-hour, non-term, and term programs)

- Must first determine if the student is entitled to the award based on time attended;
- No money will be refunded to the student or Title IV programs until a Refund Calculation form is completed;
- Perform the Return Calculation form
- Apply institutions refund policy to determine if credit balance exists
- Allocate any credit balance within 14 days of completing the Return Calculation form