

Saint Charles Community College (SCC) Financial Aid Office
Return of Title IV Funds (R2T4) Policy

Returning Federal TIV Aid

This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at SCC.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Federal Title IV funds that were originally scheduled to be received. Therefore, the amount of federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 calendar days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Federal TIV Aid Amount Earned

Courses are deemed Title IV eligible if they are required for a student's active degree program and are not ineligible repeats. The amount of Federal Title IV aid earned is based on the amount of time a student spent in academic attendance and the total aid received. Institutional charges are used to determine the amount of unearned Federal Title IV aid that the institution is required to return, but do not affect aid earned by the withdrawn student.

Federal Student Aid awards included in the Return of Title IV funds (R2T4) recalculation at SCC are listed in the order unearned funds are returned:

- Federal Unsubsidized Direct Stafford Loan,
- Federal Subsidized Direct Stafford Loan,
- Federal Pell Grant, and
- Federal Supplemental Educational Opportunity Grant (FSEOG).

Post-Withdrawal Disbursement

Eligibility for post withdrawal disbursements will be confirmed within 30 calendar days of the date that the student withdrew. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdrawal disbursement notification to accept a post withdrawal disbursement. For Federal Direct Loans, if a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Federal Title IV programs. Earned Federal Pell Grant funds will be disbursed unless a student declines the funds in a written notice.

Official Withdrawal

A student's official withdrawal date is the last day of physical attendance and/or academically related activity, determined once SCC receives notice from the student that they are withdrawing. **Note:** please see section on definition of academic attendance/academically related activity. It is the student's responsibility to officially drop or withdraw from any class that they will no longer be attending. Official notification must be made by the student by completing the withdrawal form in person with the Registration & Records office.

Never Attended Course(s)

If a student receives Federal Title IV grant or loan assistance and does **not** begin attendance in a period of enrollment, the student is considered to be ineligible for any Federal Title IV aid.

R2T4 Procedure

Upon receipt of the official withdrawal information, SCC will complete the following:

1. SCC Financial Aid Office verifies the student's attendance through the withdrawal report. The "Last Attended Date" for a course is the earlier of the official withdrawal date or the date of reported by the instructor.
2. The R2T4 calculation is performed to determine the amount of federal funds the student has earned and the amount of unearned federal funds for which the school and the student is responsible to return (if any).
 - Calculations are completed using the U.S. Department of Education's Return of Title IV formula, withdrawal date, and are based upon the period of enrollment.
3. SCC Financial Aid Office will return the amount of any unearned portion of the Federal Title IV funds for which the school is responsible within 45 calendar days of the date the official notice of withdrawal was provided.
4. SCC Financial Aid Office will provide the student with a letter explaining any returns that have been made to the Federal Title IV programs on the student's behalf as a result of exiting the program.
 - Remaining unearned Federal Title IV loan funds (e.g. Federal Direct Loans) must be repaid by the student in accordance with the terms of the loans.
5. If a student's scheduled attendance is more than 60 percent of the period of enrollment, he/she is considered to have earned 100 percent of the federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from SCC Financial Aid Office.
6. A copy of the notification letter will be kept in the student's file.

Re-Enrolling within a term

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the period of enrollment. Federal Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

Officially withdrawing from classes may affect the student's future eligibility for financial aid due to [Satisfactory Academic Progress](#) requirements and R2T4 balances owed.

Students are urged to contact the SCC Financial Aid Office at (636) 922-8601 or financialaid@stchas.edu before dropping, withdrawing or stopping attendance in classes to understand the impact on financial aid awards, such as reduction of aid and Satisfactory Academic Progress.

Unofficial Withdrawal

Unofficial withdrawals encompass all other withdrawals in which the student ceases physical attendance and/or academically related activity and does not provide official notification to SCC. This includes module students that do not successfully complete at least half of their scheduled coursework – see “definition of a module”. Successful completion means receiving a passing letter grade of ‘D’ or above. **Note:** please see section on definition of academic attendance/academically-related activity. If a student receives a failing grade for a course(s) it will be assigned a last date of attendance (LDA) from the instructor. The LDA is used to calculate the R2T4.

Unofficially withdrawing from classes may affect the student's future eligibility for financial aid due to [Satisfactory Academic Progress](#) requirements and R2T4 balances owed.

Definition of a Module

Modules are classes that do not span the entire length of the term. Any student who is enrolled in at least one Federal Title IV aid eligible class that is less than the length of the term is classified for that term as a module student.

Module students are not considered withdrawn if they meet any of the following criteria:

- The student completed all requirements for graduation
- The student successfully completed Federal Title IV aid eligible classes in one or combination of modules that equals 49% or more of the number of countable days in the period.
- The student successfully completed Federal Title IV aid eligible classes equal or greater than half time enrollment at time of withdrawal

Definition of Academic Attendance/Academically-related activity

The following definition of academic attendance and an academically-related activity applies to all schools regardless of whether the school is required to take attendance. 34 CFR 668.22 (l)(7)(l)

Academic attendance and academically-related activity includes but is not limited to:

- Physically attending a class or participating in an online course where there is an opportunity for direct interaction between the instructor and students. Examples may include lecture, recitation, field or laboratory activity;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group assigned by the school;
- Participating in an online discussion about academic matters; or
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The definition of academic attendance and academically-related activity *does not* include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing;
- Participating in the school's meal plan;
- Participating in a student-organized study group;
- Logging into an online class without active participation; or
- Participating in academic counseling or advising.