

## Federal Return of Title IV Funds Policy (R2T4)

If a student withdraws from Walla Walla Community College (WWCC), either officially or unofficially, the school, the student, or both may be required to return some of all of the federal and state funds awarded to the student for that period of enrollment.

- Official Withdrawal - when a student contacts the office of admissions at WWCC and requests to withdraw from all of their classes in any given quarter of attendance. This request may be in person, via phone or email. A student can completely withdraw online without contacting the office of Admissions until the 5<sup>th</sup> day of class.
- Unofficial Withdrawal - when the student ceased attending classes and did not begin the official withdrawal process or provide notification of their intent to withdraw. The date that WWCC determined that the student withdrew would be the date the school became aware that the student ceased attendance. In most unofficial withdrawal cases, student's will receive all F's at the end of the quarter and the last date of attendance will be the date the instructor will provide to the Registrar's office. If an instructor does not enter a date or there are conflicting dates, the financial aid office will contact instructors to determine the last date of attendance from each instructor and will use the latest date provided as the last date for R2T4 purposes. For online classes the last date of attendance would be determined by the student's last login date.
- Leave of Absence - WWCC does not offer students leaves of absences. If a student needs to miss their class(es) for an extended period of time they are encouraged to either take an Incomplete grade or withdraw for the quarter. If the student chooses to take an Incomplete grade, they will need to sign a contract for completion with their instructor(s), failure to complete the contract will result in the student receiving an F in that class. If the student chooses to withdraw or the student does not complete the class, they would go through the withdrawal process and could be subject to the return of title IV aid that is laid out in this policy.

If a recipient of Title IV funds withdraws from a school after beginning attendance, the amount of Title IV funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a Post-withdrawal disbursement of the aid that was not received. Post withdrawal disbursements must be made to the student within 30 days of the determination.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much *federal funds* the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds and no return is required. Returns must be made no later than 45 days after the date of the withdrawal determination.

WWCC is required to complete a federal calculation to determine if an adjustment should be made to the student's Title IV aid. Federal calculations assume that a student earns federal financial aid awards directly in proportion to the number of days of the term the student attends. The portion of federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew. Once the percentage is found it is applied to the amount of federal aid the student received in conjunction to the charges the student incurred during that quarter. WWCC utilizes the Return of Title IV Funds on the Web tool on FAA Access to CPS Online to determine the amount of money that will need to be returned. A copy of this worksheet calculation is kept in the student's file.

Priority of financial aid fund reimbursement for Return of Title IV Funds is as follows:

1. Direct Unsubsidized Stafford Loans
2. Direct Subsidized Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grant (SEOG)

Washington State funds are calculated using Washington State Need Grant Repayment Policy requirements as set forth by the Higher Education Coordinating Board. If a student's last date of attendance can be verified and is prior to or at 50% of the term, the state grant repayment will be based on the percent of the term not completed. If the last date of attendance occurs after 50% of the term has been completed, the state grant award is considered 100% earned and no state grant repayment will be due. WWCC utilized the Washington State Need Grant repayment calculator on their portal website to determine the amount of money to return to that program.