



RETURN OF TITLE IV FUNDS (R2T4) & STATE AID REPAYMENT POLICY

Updated June 2026

1. 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 or all of the federal funds awarded to the student for that period of enrollment.
 - a. Official Withdrawal – When a student contacts the Office of Admissions and Records at WWCC and requests to withdraw from all of their classes in any given quarter of attendance. **This request must be in person or via email. A student cannot completely withdraw online. It is the student's responsibility to withdraw themselves from their classes, NOT their advisor's or instructor's.**
 - b. Unofficial Withdrawal – When the student ceased attending classes and did not begin the official withdrawal process or provide notification of their intent to withdraw to the Office of Admissions and Records. 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, students 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 date of active participation.
 - c. Leave of Absence – WWCC does not offer students leave 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.
2. **We are required** to calculate repayment of Federal Pell grant if you **drop one or more classes** (change in enrollment intensity) on or before the 10th day of the quarter. This repayment is the difference in award amounts based on your former and current enrollment intensity. If Pell overpayment occurs, WWCC will reduce the student's subsequent Pell payment as long as it is during the current award year. If a student ceases to attend the next upcoming quarter, and it is still within the same academic year, WWCC will return the overpayment back to the Department of Ed and the student will owe WWCC the amount of overpayment. The student will be notified by mail when this Pell Overpayment has occurred. If the student does not repay WWCC, the student will then be sent to collections after 120 days. **You can avoid this repayment by attending all of your enrolled classes for the first 10 days of the quarter. You will not want to drop below your funding level by withdrawing from any class(es) during the first 10 days of the quarter.**
3. 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 to the Title IV program as soon as possible but no later than 45 days. 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. Direct Federal loans, will be offered no later than 30 days, allowing the student 14 days to respond accepting or declining the offered eligible amount of Federal Student Loans.
4. ALL post-withdrawal disbursements are applied to the student account first, paying any outstanding tuition and fees owing, before any resulting credit balance is handled. The credit balance on the account will be disbursed to BankMobile accounts as soon as possible, but no later than 14 days after the calculation of R2T4.

Financial Aid Office

500 Tausick Way | Walla Walla, WA 99362
Phone: (509) 527-4301
financial.aid@wwcc.edu

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator/Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; (509) 527-4382; titleix@wwcc.edu



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5. Up through the 60% point in each payment period or period of enrollment, a prorated 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.**
6. 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 COD 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 and with our Business Office **(only if money is owed).**

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

- Direct Unsubsidized Stafford Loans
- Direct Subsidized Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)

7. After the school returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the return. The student portion of the return is calculated by subtracting the amount of the school Return from the total unearned aid.

Total Unearned Aid (subtract) School Return Amount = Student Portion of Return

8. Depending on the remaining sources of aid after the school Return, the student portion of the return is distributed back to the aid program from which it was awarded. WWCC will return these funds on the students' behalf and you will be responsible for reimbursing WWCC for this return.
9. Grants do not usually have to be repaid. However, there are three reasons why you may have to repay part of a federal grant.
 - a. You did not attend all of your courses for which the grant was paid. The portion of Pell Grant you can receive each quarter is partially based on the number of credits you are taking. Pell Grant is awarded based on your enrolled credits for the quarter, but if you do not attend the courses for which Pell Grant was awarded, your grant will need to be recalculated based on the number of credits you attended.
 - b. The amount given to you was more than you were eligible to receive (this is called an over-award). This can happen if the school makes an error when calculating your eligibility for financial aid, or if an audit of your financial aid records reveals that some of the information you provided was incorrect (for example, your income was higher than you reported on your application for financial aid.)
 - c. You withdrew early from the program for which the grant was given to you, and a Return to Title IV (R2T4) calculation must be applied.

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Washington State Aid Repayment Policy

Students who have received State aid (Washington College Grant, College Bound Scholarship, and Passport) have the following policies applied to them:

1. Students who fail to attend classes or who receive funding based on fraudulent information will be required to repay 100% of the funds received.
2. Students who make enrollment status adjustments (up or down) after disbursement and after the start of the term will be subject to completion of satisfactory academic progress requirements outlined under 250-21-010 (12) (a-e). Enrollment status increases must include WCC awards based on that enrollment and may not exceed need. However, students may not receive more WCC than the cost of their tuition and fees. If a student's enrollment is adjusted during the tuition refund period and tuition is reduced, the grant must be reduced to not exceed the cost of tuition and fees.
3. If a student makes a change to their enrollment on or before the census date of the quarter, their state aid eligibility must be recalculated to reflect their new enrollment status. Census date is the 10th day of instruction, except for summer, which is the 7th day of instruction. After the census date and/or disbursement date, a student's enrollment intensity level is frozen. If a student fails to attend one or more of their registered classes of which they were funded by state funding, WWCC will return the overpayment back WSAC (Washington State Achievement Council) and the student will owe WWCC the amount of overpayment. The student will be notified by mail when this overpayment has occurred. If the student does not repay WWCC, the student will then be sent to collections after 120 days. **You can avoid this repayment by attending all of your enrolled classes for the first 10 days of the quarter. You will not want to drop below your funding level by withdrawing from any class(es) during the first 10 days of the quarter.**

Note: For this section, "state grant" refers to all state grant and scholarship programs.

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