Return of Title IV Funds and Authorizations Handbook

SCT Banner

Handbook

Return of Title IV Funds and Authorizations

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Preface

Purpose/Audience

Documentation for SCT Banner systems consists of Online Help and complementary user and reference manuals. The Online Help contains topics, such as form descriptions and field descriptions, for which online navigation offers a clear advantage. The user manuals provide an overview perspective, and contain material for which an online format is less appropriate, such as report descriptions and operations cycles.

The *Return of Title IV Funds and Authorizations* handbook provides information for individuals who perform various activities related to the repayment of Title IV funds. Users include those who:

- Register students and maintain student records
- Calculate and track financial aid awards, disbursements, and refunds
- Maintain Accounts Receivable information as it pertains to Title IV
- Answer questions for students about various Title IV policies and the status of their financial aid

How to Use This Manual

This manual is organized into eight sections.

Chapter 1, Overview, contains general information about Title IV.

Chapter 2, Setup, describes the steps you need to take after you install Title IV for the SCT Banner Accounts Receivable, Student, and Financial Aid.

Chapter 3, Procedures, contains information about how to create, and maintain, authorization records for students for Title IV authorization purposes.

Chapter 4, Forms, contains detailed information about forms used exclusively for the Return of Title IV Funds and Title IV Authorizations.

Chapter 5, Reports and Processes, describes the reports and processes used exclusively for Title IV purposes

Chapter 6, Technical Information, contains a list of the tables that support Title IV and authorization processing at your institution.

Chapter 7, Reference Information, contains additional information about Title IV funds that are eligible for the Return of Title IV Funds calculation

The Glossary contains a list of terms applicable to Title IV.

Related Documentation

In addition to this manual, the following documentation may be helpful to you:

Accounts Receivable User Guide – a user/reference manual that provides information needed by the administrative staff who handle the daily activities of the offices supported by the Accounts Receivable product.

Finance User Guide – a user/reference manual that provides information needed by the administrative staff who handle the daily activities of the offices supported by the Finance product.

Financial Aid User Guide – a user/reference manual that provides information needed by the administrative staff who handle the daily activities of the offices supported by the Financial Aid product.

Student User Guide – a user/reference manual that provides information needed by the administrative staff who handle the daily activities of the offices supported by the Student product.

General User Guide – a user/reference manual for the General module, its functions and features.

Accounts Receivable Release Guide – a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the newest release.

Accounts Receivable Object:Access Reporting Guide – a user/reference manual for the Object:Access views for the Accounts Receivable System.

GTVSDAX With Object:Access Implementation Guide – a user/technical/reference manual describing the setup and use of the Concept/Crosswalk Validation Form (GTVSDAX), which is used with the Banner Object:Access views

Accounts Receivable Upgrade Guide – a technical guide to support your institution's conversion to the newest release.

Documentation Bookshelf Implementation Guide – a how-to manual directing the installation and maintenance of the Bookshelf.

SCT Documentation File Naming Conventions

SCT uses the same naming conventions to create the filename of every document delivered in electronic format. The purpose of this section is to describe the components of this name. The PDF filenames for most electronic documents generated from SCT Banner use the following naming convention: *Product Identifier/ five-digit Release Identifier/ Manual Type Identifier.* The Release Identifier was

increased to five digits to accommodate products distributing double-digit interim releases within a main release.

> **Note:** The descriptions found here apply to manuals delivered as one file. Manuals requiring more than one file, due to size, may have slightly different conventions. For example, they contain product and chapter information only.

An example of a filename for a manual delivered as one file is *humres60301rg.pdf.* The Product Identifier is *humres* for Human Resources. The five-digit release identifier is *60301* for 6.3.1. The 5 represents the main release number of the product. The 03 represents the interim release number. The 01 represents the next interim release number. Next, the Manual Type Identifier identifies the type of documentation. For example, the initials *rg* represent release guide. This filename is followed by a `.pdf` extension which represents the Adobe Acrobat Portable Document Format (pdf). Some examples of other valid document names are listed below.

Some manuals are produced for multiple releases and require a date rather than a release number. For example, this Release Identifier would be 0603 for June 2003.

On occasion some products have an electronic distribution release. This is characterized by 6 digits rather than 5 digits as the release identifier. One additional release number is added to indicate the electronic distribution.

Document	*PDF Name*
Finance Release Guide 6.5	finance60500rg.pdf
Human Resources Release Guide 6.0.1	humres60001rg.pdf
Employee Self-Service User Guide 6.1.3	empweb60103u.pdf
Advancement TRM Supplement 6.0	advcmt60000ts.pdf
Time Entry Handbook June 2003	humres0603tehb.pdf
Financial Aid Release Guide 6.0.1.1	finaid601011rg.pdf

SCT Documentation Distribution

SCT delivers Banner documentation to our clients in electronic format.

Electronic Documents on CD

User manuals, reference manuals, and other product documents are delivered as electronic files in portable document format (PDF) on one or more CDs. You may print the files in whole or in part, and copies may be freely distributed to users at your institution. Your system administrator may choose to make the PDF files available electronically from a secured intranet Web site, or directly from the SCT Banner graphical user interface (GUI) with the Bookshelf help option.

Online Documentation with the System

SCT also provides online documentation for SCT Banner forms and form-related activities, in either of two formats – Online Help or Dynamic Help Query. Online users access either help format from the Help pull-down menu on the SCT Banner menu bar, just as they access the SCT Banner Bookshelf. SCT Banner Online Help is under development for the entire product line. Over time, it will replace Dynamic Help Query for every SCT Banner form. It provides context-sensitive online help for forms, fields, and procedures. Form help provides an overview of the purpose and use of the form; field help gives details about the contents of each field; procedural help relates the form functions to the real-life tasks you'll perform. For detailed information about online help, refer to Chapter 2, *Using SCT Banner*, in the *Accounts Receivable User Guide*.

How to Contact SCT

Documentation Ordering Information

You may order an SCT Banner documentation CD by mail, by telephone, by FAX, by ActionLine, by ActionWeb, or by e-mail. Use the address and phone numbers listed below.

Address	SCT Distribution Services Systems and Computer Technology Corporation 4 Country View Road Malvern, PA 19355
Telephone	(800) 522 - 4827, option 3 Distribution Services is staffed Monday through Friday, 9:00 am to 5:00 pm (EST).
FAX	(610) 578 - 6033
ActionWeb	csr@sct.com
ActionLine	(800) 522 - 4827
E-mail	distserv@sct.com

ActionLine

ActionLine is a telephone support service available to SCT maintenance customers. It helps users resolve any questions or concerns that relate to SCT products and services.

You may call the ActionLine at (800) 522 - 4827

ActionWeb

The ActionWeb refers to the secured area of SCT's World Wide Web site dedicated to ActionLine and other related services available to clients. Users must be registered to obtain access to the secured site. Today, users can request an account to gain access to SCT's secured ActionWeb pages by accessing http://www.sct.com, and proceeding as follows:

1.   Click on the Client Support option at the top of the page.

2.   In the Client Login section, click on the link Click Here to create a new account.

3.   Follow the instructions on the subsequent pages.

   (a) Enter data about yourself, and select Next.

   (b) Enter your client site name and address, and select Register.

   (c) Create your own User ID and password. (The password must be eight characters long.)

   (d) Select Accept Password.

   (e) Select Register.

SCT will verify a new ActionWeb user's information and send a confirmation e-mail message when the ActionWeb account has been set up and he/she is registered.

Within the ActionWeb you can take advantage of the following online functions:

•   Create an initial contact with the ActionLine organization, including emergency service contacts. If the description of the problem cannot fit into a 2,000-character space, users can shorten the description and indicate that an additional follow-up e-mail message(s) will follow. The additional message(s) should reference the same contact number assigned to the initial message, and be sent to the applicable ActionMail address

•   Update open contacts

•   View all opened and resolved contacts of your organization in detail

•   Within Extended Search, find current information about your ActionLine contacts, Known Issues, FAQs, your site's TCP/Maintenance contract dates;

download documentation, software modifications and updates; and search through the SCT knowledge database

- Initiate direct contact with the ActionLine manager

- Initiate direct contact with your Professional Services representative

- Create new Requests for Product Enhancements (RPEs), view existing RPEs, and update existing RPEs with comments

- Search for defect descriptions and work-arounds in the Known Issues section

- Choose the Frequently Asked Questions (FAQ) section to take you to the FAQ section within the Extended Search category

SCT Education Centers

SCT's Education Centers provide a centralized location for training on the entire SCT Banner series of systems and on various other products, including Oracle. The Education Centers provide an environment where SCT clients can leave behind daily office responsibilities and focus their attention on learning to use Banner. The Centers also offer an ideal opportunity to interact with colleagues from other installations, compare notes on implementations, and share information.

The SCT Education Center courses are led by seasoned SCT professional service consultants. Participants receive detailed training on each specific module. They are also provided with SCT Professional Services training materials that can be used for internal training upon their return to their respective institutions. Each class is conducted as a hands-on training session. Classes covering each module of the Banner series are available on a regularly scheduled basis.

SCT's Education Centers are located in Malvern, PA and Altrincham, UK.

Consulting/Modification Services

SCT offers several SCT Banner short- and long-term consulting and custom system modification services. Your institution's GES Account Representative will work with you to determine a package of support services that meets your needs.

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Chapter 1   Overview

SCT Banner Return of Title IV Funds and Title IV Authorizations functionality assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products and enable you to do the following:

- Identify Title IV, institutional charge, like aid year, and manual refund detail codes.

- Record authorizations from students to authorize the use of Title IV aid to pay off non-allowable charges, prior year minor institutional charges, and/or hold excess Title IV aid for future use.

- Allow application of payments to pay off only allowable charges, or to pay off all charges based on user authorization. You can also choose to apply payments so that they will only pay off charges for terms within an aid year, with parameter to control future terms within the aid year.

- Identify original charges as required for the return calculation.

- Define break periods within the period of enrollment.

- Identify Title IV recipients who have fully withdrawn, or are no longer in attendance.

- Determine the enrollment period and the point in the period that enrollment terminated.

- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed in order to calculate the Title IV repayment.

- Determine the amount of Title IV aid that should be returned to the Title IV programs by the institution and/or student, or post-withdrawal disbursed to the student.

- Refund Title IV credits.

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Chapter 2   Setup

This chapter describes the steps you need to take after you install the Return of Title IV Funds and Title IV Authorizations release for the SCT Banner Accounts Receivable, Student, and Financial Aid products. Prerequisites and setup procedures appear for each product in the recommended order of completion.

To get the most out your Banner systems' Title IV functionality, SCT recommends that you use all of the following components. See the *Installation Guide* for information about how to install the components.

- SCT Banner Accounts Receivable Release 4.3
- SCT Banner Student Release 4.3
- SCT Banner Financial Aid Release 4.6

Setting Up SCT Banner Accounts Receivable

You must perform the setup procedures listed below in order to use the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the SCT Banner Financial Aid and SCT Banner Student products. Instructions for each item appear in the following pages.

Define Title IV Detail Codes on TSADETC

SCT Banner only applies Title IV payments to charge detail codes that are designated as institutional charges or refunds on the Detail Code Control Form (TSADETC), unless otherwise authorized. This means that you must determine which detail codes will be designated as Title IV payments and institutional charges or refunds at your institution.

You may want to run the Detail Code Report (TGRDETC) to view a list of Title IV-related detail codes. Choose *Detail Code Report* from the options list of TSADETC to run it.

> **Note:** You can use SCT's optional scripts to automatically define Title IV payment and institutional charge detail codes if you are upgrading your current Banner system. Do not use these scripts for an initial Banner installation.

To designate a payment detail code as a Title IV payment:

1.   Access the Detail Code Control Form (TSADETC).

2.   Enter *P* in the **Type** field.

3.   Select the **Title IV** check box.

   Note: The **Refundable** check box will be automatically selected.

4.   (Optional) Select the **Like Term** check box if you want Title IV payments to pay off only charges from the same term.

5.   (Optional–recommended) Select the **Like Aid Year** check box if you want Title IV payments to pay off charges from any term within the aid year, with preference given to the matching term from the same aid year. The aid year for each term is defined on STVTERM.

6.   Fill out any other information for the detail code according to your institution's practices.

7.   Save.

To designate a charge detail code as an institutional charge:

1.   Access the Detail Code Control Form (TSADETC).

2.   Enter *C* in the **Type** field.

3.   Select the **Institutional Charges** check box.

4.   Fill out any other information for the detail code according to your institution's practices.

5.   Save.

To designate a detail code to generate an automatic refund:

1.   Access the Detail Code Control Form (TSADETC).

2.   Enter *C* in the **Type** field.

3.   Select *Y* from the **Refund Code** pull-down list.

4.   Fill out any other information for the detail code according to your institution's practices.

5.   Save.

To designate a detail code as a manual refund:

1. Access the Detail Code Control Form (TSADETC).

2. Enter *C* in the **Type** field.

3. Select *M* from the **Refund Code** pull-down list.

4. Fill out any other information for the detail code according to your
    institution's practices.

5. Save.

Set Up Authorization Codes

Three Title IV-specific authorization codes are delivered with the Return of Title IV
Funds and Title IV Authorizations enhancement. You can create others to meet the
needs of your institution. For example, you may want to maintain authorizations for
institutional purposes such as health insurance waivers, etc.

SCT Banner also provides you with the flexibility to change the description
associated with SCT Banner-delivered authorization codes.

> **Note:** SCT Banner provides you with an optional batch process (TVPREQA) to
> create authorizations from Financial Aid requirements. Refer to the
> setup procedures for Financial Aid for information.

To create a new authorization code (optional):

1. Access the Authorization Validation Form (TVVAUTH).

2. Enter a code.

3. Enter a description.

4. Save.

To change the description of a SCT Banner-delivered code (optional):

1. Access the Authorization Validation Form (TVVAUTH).

2. Change the description.

3. Save.

Setting Up SCT Banner Student

You must perform the setup procedures listed below in order to use the Student portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the SCT Banner Accounts Receivable and SCT Banner Financial Aid products. Instructions for each item in the list appear in the following pages.

Steps to Set Up Student

Set the Title IV original charge cutoff date and Title IV date source.

Build withdrawal codes on the Student Withdrawal Status Code Validation Form (STVWDRL).

Designate withdrawal status codes on the Enrollment Status Code Validation Form (STVESTS).

Set the Title IV Original Charge Cutoff Date

You should familiarize yourself with the dates that your institution uses as the cutoff dates for original charges. You can use the Term Control Form (SOATERM) to review the cutoff dates for registration charges, and the Housing Term Control Form (SLATERM) to review the cutoff dates for housing and related charges.

To define the original charge cutoff date for registration by term:

1.   Access the Term Control Form (SOATERM).

2.   Enter the term.

3.   Go to the next block.

4.   Enter the date in the **Orig Chg Cutoff Date** field. The default value for this field is the first day of the term as defined on STVTERM. It can be changed.

5.   Choose a value for the **TIV Date Source** radio group. For a term, the default value comes from STVTERM. For part of term, the default dates come from the Part of Term and Web Registration Controls window of STVTERM.

6.   Save.

To define the original charge cutoff date for housing by term:

1.   Access the Housing Term Control Form (SLATERM).

2.   Enter a term.

3.   Go to the next block.

4.   Enter the date for the **Original Charge Cutoff Date** field.

5.   Save.

Build Withdrawal Status Codes on STVWDRL

Use the Student Withdrawal Status Code Validation Form (STVWDRL) to define
withdrawal status codes. For withdrawal status codes that indicate a student has been
withdrawn and may have aid awards adjusted, you must select the **TIV Update Ind**
check box. In addition, you must designate one of these TIV withdrawal status codes
as the period midpoint (by selecting the **Period Midpoint Ind** check box).

Example of suggested codes

Code	Description	TIV UpdateInd	Period Midpoint Ind
01	Withdrawal Query Calculation	(cleared)	(cleared)
02	Student Intent to Withdraw	(cleared)	(cleared)
03	Student Withdrawal in Progress	(cleared)	(cleared)
04	Official Withdrawal	(selected)	(cleared)
05	Unofficial WD, Inst records	(selected)	(cleared)
06	Unofficial WD, Period midpoint	(selected)	(selected)
07	Unofficial WD, Discretionary	(selected)	(cleared)

Create or Designate Enrollment Status Codes as Withdrawals

You must have at least one enrollment status code on the Enrollment Status Code
Validation Form (STVESTS) that has the **Wdrl Ind** check box selected. The code(s)
that you indicate as withdrawal status codes on this form will be used later by SCT
Banner to determine which students are withdrawn.

You may also designate a default withdrawal status code for enrollment status codes.

Setting Up SCT Banner Financial Aid

You must perform the setup procedures listed below in order to use the Financial Aid portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the SCT Banner Accounts Receivable and SCT Banner Student products. Instructions for each item in the list appear below the table.

Steps to Set Up Financial Aid

Set up options for the return of Title IV funds.

Decide whether your institution will round amounts to dollars or cents.

Decide whether your institution will optionally return students' amount of financial aid.

Set Up Options for the Return of Title IV Funds

1. Go to the Institution Financial Aid Options Form (ROAINST).

2. Go to the Institutional Defaults window.

3. (Optional) Select the **Return Ind** check box if your institution will return the student's portion of Title IV awards.

4. (Optional) Select the **Rounding Ind** check box if your institution will round return amounts to dollars (and not cents).

   Note: The default values for these check boxes are cleared.

5. Save.

   Note: If your institution has multiple campuses, you can choose different return and rounding values for each campus by using the Title IV Campus Defaults window of this form. Note that you can only access this window by choosing *Title IV* from the options list of the Campus/EDE Defaults window .

Creating Authorizations from Tracking Requirements (Optional)

Under the cash management rules, an institution must receive authorization from a student in order to:

- Use Title IV funds to pay non-institutional charges

- Use Title IV funds to pay prior year balances

- Hold credit balances resulting from Title IV funds

You can use the Create Title IV Auth from Req Process (TVPREQA) to create SCT Banner authorization records from Financial Aid tracking requirements, so that institutions may use the requirements tracking module to facilitate the collection of student authorizations regarding the use of Title IV funds.

In order to use this optional process, you will need:

- Three distinct requirement codes (RTVTREQ) representing the three authorizations listed above.

  Note: Only one document and one signature is required. However, the student must have the ability to reply to each authorization independently, so it is necessary to record a response for each authorization type.

  You are only required to collect the information one time, but may choose to require a new response each year. The batch process will handle either scenario.

  Tip: You may delegate the responsibility for recording the response via ROASMRY by checking the **Access Indicator**.

- Two distinct status codes (RTVTRST) to record the student response. One should represent that the student has agreed to the authorization, and the other that the student has denied the authorization.

  Note: Both status codes should have the **Satisfied Indicator** selected, as the student response satisfies the tracking requirement without regard to the answer given.

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Chapter 3   Procedures

Maintaining Title IV Authorization Codes

Refer to Chapter 2, *Setup*, for information about changing the description of SCT Banner-delivered authorization codes. Chapter 2 also contains information about how to associate authorization codes with students.

How to Create New Authorizations

For Title IV authorization purposes, you will want to create authorization records for students in the TVRAUTH table. There are three ways to do this. You can use one of two SCT Banner forms to create authorizations manually, or you can use the Create Title IV Auth from Req Process (TVPREQA) to create authorizations in batch. Instructions for each method appear below.

To create authorizations for multiple students using TVAMASS:

1.   Access the Mass Authorization Form (TVAMASS).

2.   Enter the authorization code in the **Code** field.

3.   (Optional) Change the **Start Date** and/or **End Date** if necessary.

4.   Go to the next block.

5.   Choose the IDs that you want to associate with the authorization code.

6.   Save.

> **Tip:** If you want to associate additional authorization codes with a student, change the value in the **Code** field. You can create additional records as needed.

To create authorizations for a single student:

1.   Access the Authorization Maintenance Form (TVAAUTH).

2.   Choose the ID.

3.   Go to the next block.

4.   Enter the authorization code in the **Auth Code** field.

5. Leave the **Status** as *authorized.*

6. (Optional) Change the **Start Date** and/or **End Date** if necessary.

7. Save.

8. (Optional) Go to a new blank record and repeat steps 4 through 7 for each authorization code that you want to associate with the student.

To create authorizations in batch from financial aid tracking requirements:

> *Tip:* Refer to the examples that follow this procedure to learn more about creating authorizations from financial aid tracking requirements.

1. Access the Create Title IV Auth from Req Process (TVPREQA).

2. Choose your printing preference.

3. Go to the Parameter Values block.

4. Choose the aid year.

5. Choose the date from which you want to begin searching for updated statuses.

   Note: SCT Banner will display results for students with changed statuses beginning with the date you specify.

6. (Optional) If you want to create or rescind authorizations for students who need to authorize you to pay non-institutional charges with their Title IV funds, enter that requirement code for the **Requirements for TIV Auth** parameter. You then have the option to use the **TIV Authorized Status** parameter to create authorizations, and/or the **TIV Denied Status** to rescind authorizations for that requirement.

7. (Optional) If you want to create or rescind authorizations for students who need to authorize you to pay prior year charges with their Title IV funds, enter that requirement code for the **PY Auth** parameter. You then have the option to use the **PY Authorized Status** parameter to create authorizations, and/or the **PY Denied Status** to rescind authorizations for that requirement.

8. (Optional) If you want to create or rescind authorizations for students who need to authorize you to hold their excess Title IV funds, enter that requirement code for the **HLD Auth** parameter. You then have the option to use the **HLD Authorized Status** parameter to create authorizations, and/or the **HLD Denied Status** to rescind authorizations for that requirement.

9. (Optional) Enter the start date to use for the authorization(s). The default value is the date that the status of the requirement was updated.

10.   (Optional) Enter the end date to use for the authorization(s). The default value is 31-DEC-2099.

11.   Choose whether you want to sort the output by either name or ID.

Examples

Because most of these parameters are not required, there is a great deal of flexibility in the way(s) that authorizations can be created or rescinded based on tracking requirements. If you have received new authorizations to apply Title IV aid to non-Institutional charges and have already made initial disbursements, you may want to use a start date so that the first day that disbursements were run for the term is the effective date of record for the authorizations (see example 1 parameters 3,4, and 12 below). Since a recision is effective the day that the schools receives it, however, you will probably want to process denial status codes defaulting to the date the denial was received and status updated (see example 2, parameters 3 and 5, 6 and 8, 9 and 11 with parameter 12 null below).

Example 1

On Friday 9/8/2000, you want to create just TIV authorizations to pay non-institutional charges for those accounts whose status has been updated during the previous week on aid year 0001 requirements. Because the authorization is for the full term you want 8/28/2000, the first date disbursements were run, to be the effective date of record for the authorization. The following parameters will be used:

Parameter Number	Parameter Name	Value
01	Aid Year	0001
02	Selection Date	01-SEP-2000 (last time process was run)
03	Requirement for TIV Auth	Requirement code used for TIV Authorizations
04	TIV Authorized Status	Status code you are using if student Authorizes TIV
05	TIV Denied Status	null
06-11		Parms for PY and HLD may all be null
12	Start Date	28-AUG-2000
13	End Date	null = 31-DEC-2099, or specify end date for all Authorizations created
14	Sort Indicator	N = Name or I = Id

Example 2

On Friday 9/8/2000 you want to rescind any existing authorizations for those accounts whose status has been updated during the previous week on Aid Year 0001 Requirements. The following parameters will be used:

Parameter Number	Parameter Name	Value
01	Aid Year	0001
02	Selection Date	01-SEP-2000
03	Requirement for TIV Auth	Requirement code used for TIV authorizations
04	TIV Authorized Status	null
05	TIV Denied Status	Status code you are using if student Denies TIV authorization
06	Requirement for PY Auth	Requirement code used for PY authorizations
07	PY Authorized Status	null
08	PY Denied Status	Status code you are using if student denies PY authorization
09	Requirement for HLD Auth	Requirement code used for HLD authorizations
10	HLD Authorized Status	null
11	HLD Denied Status	Status code you are using if student denies PY authorization
12	Start Date	null = defaults to Requirement Status Date
13	End Date	null = 31-DEC-2099
14	Sort Indicator	N = Name or I = ID

How to Change the Status of an Existing Authorization Code

If you want to change the status of an existing authorization code, you must create a new record using the Authorization Maintenance Form (TVAAUTH). You can change authorized statuses to rescinded, and rescinded statuses to authorized.

To change the status of an existing authorization code:

1.   Access the Authorization Maintenance Form (TVAAUTH).

2.   Enter the student ID.

3.   Go to the next block.

4.   Perform an *Insert Record* function.

5.   Enter the authorization code.

6.   Select the **Status**.

7.   Enter the start date.

>   **Note:**   The start date must be greater than the most recent existing start date for
>   the code, as well as the system date for existing records of that type.

8.   (Optional) Enter the end date if other than the default value of 31-DEC-2099.

9.   Save.

>   **Note:**   SCT Banner will change the end date of the next most recent status for
>   the code to the start date of the record you just created.

To delete an authorization record:

You may choose to delete an authorization record if you need to change effective
dates of pre-existing records. In order to delete authorization records, you must
delete them in the order of the most recent first.

>   **Note:**   SCT recommends that you only delete authorization records to correct
>   records with errors, and not to rescind authorizations.

1.   Access the Authorization Maintenance Form (TVAAUTH).

2.   Enter the student ID.

3.   Go to the next block.

4.   Choose the record you want to delete.

5.   Perform a *Delete Record* function twice.

6.   Save.

>   **Note:**   Deleting an authorization record will not change the end date of the
>   previous status for that authorization.

Applying Title IV Payments

Payments are applied using the Application of Payments Process (TGRAPPL). For
information about using this process, refer to *Using SCT Banner Accounts Receivable.*
Title IV credits will apply to institutional charges unless otherwise authorized.

You can use this process to apply Title IV payments prior to payments of other
priority by setting the **Apply Title IV First** parameter (#5) to *Y.*

Unapplying Charges and Payments to Reflect Title IV Funds

How to Unapply Charges and Payments Automatically

If you want to unapply charges and payments automatically, you need to enter values for TGRUNAP as you normally do, using the following settings for parameters one and two:

- Set the **Run Mode** parameter (#1) to either *S (Select)* or *B (Both Select and Unapply).*

    Note: *Select* mode will only place the records in the collector table. *Both* mode will place the records in the collector table and then unapply the transactions.

- Set the **Unapply Automatically** parameter (#2) to *Y.*

When you run the process, SCT Banner will then add records to the collector table for students whose accounts have one or more of the following criteria:

- a credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created
- a Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- A reversal transaction that needs to be re-applied

How to Update the Collector Table Using Input Population Selection

If you want to update the collector table using input population selection, you need to enter values for TGRUNAP as you normally do, using the specified settings for the following parameters.

    Note: SCT Banner will insert all accounts in the input population selection into the collector table.

- Set the **Run Mode** parameter (#1) to either *S (Select)* or *B (Both Select and Unapply).*

    Note: *Select* mode will only place the records in the collector table. *Both* mode will place the records in the collector table and then unapply the transactions.

- Identify the appropriate students with the **Selection Identifier** (#3), **Application Code** (#4), **Creator ID** (#5), and the **User ID** (#6) parameters.
- Select a term for the **Term Code** parameter.

OR

Select a date for the **Applied Date** parameter.

How to Output a Population Selection

If you want to create a population selection that includes those students for which unapplication actually occurred, you need to enter values for TGRUNAP as you normally do, using the specified settings for the following parameters:

- Set the **Run Mode** parameter (#1) to either *U (Unapply)* or *B (Both Select and Unapply)*.

- Choose whether you want to append or replace the students who are already a part of the population selection in the **Output Popsel Option** parameter.

- Identify the students you want to include by using the **Output Selection Identifier** (#10), **Output Application Code** (#11), and the **Output Creator ID** (#12) parameters.

  Note: The user who submits the job will be the user ID for the output population selection. Your input and output population selections must be named differently (i.e., the application ID and selection ID must not be the same for the input and output population selections).

How to View the Records in the Collector Table

If you want to view the information stored in the collector table (TBRRQST), run TGRAPPL in *Select* mode. You can use the Mass Unapplication of Payment–Student Form (TSAMUNA) or the Mass Unapplication of Payment–Finance Form (TFAMUNA). You can view the student records as well as the detailed application of payment information for each student. You can also add or remove records by using this form.

Once TGRAPPL has been run in *Unapply* or *Both* mode, the records will be deleted from the table.

Refunding Title IV Funds to the Student

How to Review Title IV Accounts

Use the Students with Title IV Credit Report (TVRCRED) to view information about students who have outstanding Title IV credits.

Note: You should run this report after all credits have been applied via the Application of Payments Process (TGRAPPL).

How to Refund Title IV Funds

Unless a student has given you authorization to hold Title IV credits, you must refund any Title IV overpayment to him/her within 10 days. The Auto Refund Credit Amt-Student Process (TSRRFND) has the ability to look for a hold authorization code (HLD) that is attached to the student's ID in the authorization table. Also, SCT Banner will calculate a Title IV credit amount separately from other credits and/or account balances.

Note: If the student does not have a credit account balance, you may still owe a refund if the student has not authorized you to use the funds.

Note: TSRRFND report output shows the refund amounts as well as the detailed transactions.

For the **Refund All or TIV Only** parameter (#3), the value you select affects how SCT Banner will refund credits on the student's account:

- If you choose *T (Title IV Only)*, then SCT Banner will refund only the Title IV credits, even if there are other credits on the account.
- If you choose *A (All)*, then SCT Banner will refund the student's total credit balance, but the refund will not be less than the sum total of Title IV credits.

How to Review Refunds Pending

After you run the Refund Process (TSRRFND) in *Flag* mode, you will want to review the accounts that SCT Banner has selected before you disburse any refunds. You can either review the report output or use the Refund Review Form (TSARFND) to view any balances, pending credits, and pending refund amounts from a student's financial aid. You can also use this form to remove any students who you do not want to receive a refund at this time.

Recommended Procedure for Application/Unapplication/Refunding

When running batch disbursements of aid, or auto refunding, SCT recommends the following procedure to ensure the optimal application of payments:

1. Run the Application of Payments Process (TGRAPPL).

2. Run the Unapplication of Payments Process (TGRUNAP) with the **Unapply Automatically** parameter (#2) set to *Y.*

3.   Run TGRAPPL again, setting the **Print Application Pending Rost** parameter (#9) set to *Y.*

4.   Run the Students with Title IV Credit Report (TVRCRED).

5.   Run the Auto Refund Credit Amt–Student Report (TSRRFND) in *Flag* mode.

Maintaining Original Charges

In order to calculate the return of Title IV funds, you must know the total original charges assessed to the student in order for that student to be eligible for enrollment.

SCT Banner determines whether a charge is original based on whether it meets one of the following criteria:

•   The effective date of the assessed charge is less than or equal to the original charge cutoff date entered on the Housing Term Control Form (SLATERM) or the Term Control Form (SOATERM), depending on the type of charge.

•   The charge is being assessed for the first time based on source codes for room, meal, or phone, and fee assessment date for enrollment charges.

If you need to change the designation of a charge by either marking it as original or removing the original designation, refer to the section "Changing the Designation of Charges."

SCT Banner uses the original charge cutoff date to determine original charges entered on the following forms:

•   Student Course Registration Form (SFAREGS)

•   Meal Assignment Form (SLAMASG)

•   Phone Assignment Form (SLAPASG)

•   Room Assignment Form (SLARASG)

and on the following processes:

•   Batch Fee Assessment Process (SFRFASM)

•   Batch Room/Meal/Phone Assess Process (SLRFASM)

•   Batch Fee Assessment (Mod) Process (SFRFAS1)

In addition, charges that are assessed via the Web or Voice Response are also subject to the original charge cutoff dates established on SOATERM and SLATERM.

Changing the Designation of Charges

You may need to manually set the **Original Charge** indicator. If there is no withdrawal record for the student, you are free to update the **Original Charge** indicator via Accounts Receivable forms. However, once a withdrawal record has been created, then you can only update the **Original Charge** indicator by using the Student Withdrawal Form (SFAWDRL).

How to Mark an Existing Charge as Original

1.   Access either the Student Account Detail Review Form (TSAAREV), the Student Account Detail Form (TSADETL), or the Foreign Detail Currency Form (TSADETF).

2.   Choose the ID.

3.   Go to the next block.

4.   Highlight the charge that you want to mark as original.

5.   Select the **Original** check box.

6.   Save.

   Note: Once a withdrawal record exists for the student, you cannot change the **Original Charge** indicator on any form other than the Student Withdrawal Form (SFAWDRL).

   Refer to the procedure *Maintaining Additional Withdrawal Information for Title IV Purposes* for information about how to use SFAWDRL to update the **Original Charge** indicator after a withdrawal record exists.

Maintaining the Withdrawal Status of Students

For Title IV processing, you need to be able to find all of the students who have withdrawn from a term. Many times students drop all their classes but do not officially withdraw, or otherwise do not participate in the term as reflected in the grades that have been submitted for them. You can use the Withdrawal Pending Status Change Report (SFRNOWD) to locate these students.

After you have located the students who have withdrawn, your next step is to withdraw them as you normally would using the Student Registration Form (SFAREGS).

For Title IV purposes, you need to create a withdrawal record once you have withdrawn the student using SFAREGS. You can create this record by using either

the Student Withdrawal Form (SFAWDRL) or the Withdrawn Student Report (SFRWDRL).

In sum, maintaining the withdrawal status of students has three components:

1. Locate the students (using SFRNOWD).

2. Withdraw the students (using SFAREGS).

3. Create withdrawal records (using either SFAWDRL or SFRWDRL).

After you identify these students, you can use one of the methods in the *How to Change a Student's Enrollment Status to Withdraw*n section to change their enrollment status to *withdrawn.* Once their status is marked as *withdrawn,* SCT Banner can calculate and process any applicable Title IV repayment.

Finding Students Who Have Withdrawn from the Term

The following procedure outlines how to use the Withdrawal Pending Status Change Report (SFRNOWD) to locate students who have officially withdrawn.

Use this report:

*   Periodically throughout the first 60% of the enrollment period to keep track of students who may be eligible for the return of Title IV funds
*   After grades have been rolled to history to identify students who may not have completed the term

To Use SRFNOWD to Locate Students Who Have Unofficially Withdrawn:

> ***Tip:*** Detailed information about this report appears in Chapter 5, *Reports and Processes,* of this handbook.

1. Enter *Y* for the Verify Enrollment Status parameter.

2. Enter the appropriate start and end dates.

Note: This report is for informational purposes only. It does not update the database.

Updating a Student's Enrollment Status

After you determine that a student has withdrawn, you need to update his/her enrollment status on the Student Registration Form (SFAREGS).

> **Note:** You need to use a status code that is defined as a withdrawal status code on the Enrollment Status Code Validation Form (STVESTS).

Maintaining Additional Withdrawal Information for Title IV Purposes

You can use the Student Withdrawal Form (SFAWDRL) or the Withdrawn Student Report (SFRWDRL) to create records with the additional information needed from the Student and Accounts Receivable systems in order to calculate Title IV aid following withdrawal.

To create a new withdrawal record for a student:

1. Access the Student Withdrawal Form (SFAWDRL).

2. Enter the ID.

3. Enter the term.

4. Go to the next block.

5. Enter the withdrawal status code.

    > **Note:** The default withdrawal status code will appear if a value is available. Refer to Chapter 2, *Setup*, for more information about establishing default withdrawal status codes.

6. Enter an effective withdrawal date.

    > *Tip:* Refer to your copy of the Title IV regulations for information about the appropriate way to determine an effective withdrawal date.

7. Select the **TIV Record** check box.

    > **Note:** If your institution has SCT Banner Financial Aid installed and a student has been offered Title IV financial aid, then SCT Banner will automatically select this check box. If your institution does not use Financial Aid, then you can select this check box to indicate that the student is a Title IV recipient.

8. Adjust the enrollment start and end dates if necessary. Refer to chapter 2 for information about Title IV date source, which determines the default dates.

9. Review the calculations in the rest of the fields on the form. SCT Banner uses this information to calculate the amount of Title IV aid a student received.

10. Enter any other costs required in order for the student to participate in his/her program that have not been assessed through the Accounts Receivable System.

11. Enter any comments.

12. Go to the next block.

13. Adjust the **Original Charge** check boxes so that any assessments required for the program are selected, and any adjustment entries for the withdrawal or corrections are not selected.

    Note: Totals will be adjusted as the status of a check box is changed. Original charge amounts should reflect the amount the student would have to pay in order to be enrolled in the program. This amount will be used to calculate the return of Title IV funds.

14. (Optional) Go to the Course Detail Information window to review course status code and date information. You can add/change the last date attended on this window, but you cannot change the course status.

To use SFRWDRL to audit or create withdrawal records:

The Withdrawn Student Report (SFRWDRL) identifies students with enrollment status codes that indicate they have withdrawn, but do not yet have a withdrawal record with the same enrollment status code and date. This includes students with no withdrawal record, as well as students with existing withdrawal records that have a changed enrollment status code, date, or total of original charges since the withdrawal record was created.

> *Tip:* You may want to run this report after you have located students using the Withdrawn Status Report (SFRNOWD) and updated their enrollment status codes via SFAREGS.

You can run this report in *Audit* mode to view a list of students with changed enrollment status codes.

If you run this report in *Update* mode, then SCT Banner will create records for students who do not yet have them.

    Note: If a student already has a withdrawal record, but the information has changed, then SCT Banner will make appropriate changes and indicate what was changed in a pop-up window that appears. In certain situations, SCT Banner will alert you that you need to make the changes manually.

To maintain an existing withdrawal record:

1.   Access the Student Withdrawal Form (SFAWDRL).

2.   Enter the ID and term.

3.   Go to the next block.

   Note: If the enrollment status code and/or date information has changed for
   the student, then SCT Banner will prompt you with the following choices
   via a pop-up window:

   •   You can create a new record.

   •   You can update the existing status code and/or date with the new
      information.

   •   You can exit without saving the changes.

      If the original charge amount has changed for the student, then SCT
      Banner will prompt you with the following choices:

   •   You can create a new record.

   •   You can update the original charges amount with the new amount (post-
      withdrawal scenario only).

   •   You can change the **Original Charge** indicators to match the previous total.

   •   You can exit without saving the changes.

4.   Change the information you want to change.

5.   Save.

   Note: Once the Title IV recalculation has occurred, SCT Banner will lock the
   withdrawal record, and will only allow you to update the **Comment** field.
   You will not be allowed to update any other fields.

Calculating Title IV Repayment Amounts

How to Calculate a Student's Return of Title IV Funds

You can use either the Return of Title IV Funds Calculation Form (RPATIVC) or the Return of Title IV Funds Calculation Process (RPRTIVC) to calculate a student's Title IV repayment.

To use the Return of Title IV Funds Calculation Form (RPATIVC):

1. Access the Return of Title IV Funds Calculation Form (RPATIVC).

2. Enter the ID.

3. Go to the next block.

4. Choose *Simulation Mode* from the options list to perform the calculation for review purposes only. You can make changes to the amounts in the **Elig Dis** and **Disb** fields, and then enter *Y* in the **LK** field to view the calculation (SCT Banner will not save the adjusted calculation).

    OR

    Choose *Calculate & Save Mode* from the options list to both perform the calculation and save it for later review. You can make changes to the amounts in the **Elig Dis** and **Disb** fields, and then enter *Y* in the **LK** field to view and save the calculation.

    Note: SCT recommends that you always perform the first calculation in *Simulation* mode.

    It is important that you confirm that the student meets all other eligibility criteria in order to receive any "not disbursed" amount.

5. Save.

To revert to the original calculation:

If you have made changes to the **Elig Disb** and **Disb** fields and chosen *Calculate & Save Mode* from the options list, you can revert to the original calculation values by changing the **LK** field to *N* and then choosing *Calculate & Save Mode* from the options list. The values will revert to those stored in the Award table.

To recalculate after the withdrawal status has changed:

You may need to recalculate a student's repayment after his/her withdrawal status has changed and affected the aid amounts. To recalculate, simply change the **LK** field to *Y* and change the amounts in the Elig Dis and Disb field appropriately.

To use the Return of Title IV Funds Calculation Process (RPRTIVC):

Note: You can only run this process in *Batch (B)* mode through job submission. If you want to run the process for a single student, use population selection to specify a single student, or use the Return of Title IV Funds Calculation Form (RPATIVC).

1. Access the Return of Title IV Funds Calculation Process (RPRTIVC).

2. Enter the term code.

3. Choose how you want to print the output.

4. Choose which type of Title IV calculation you want to perform.

5. (Optional) Enter values for any of the other parameters according to your needs.

6. Save.

Chapter 4   Forms

This chapter contains detailed information about the forms used exclusively for the Return of Title IV Funds and Title IV Authorizations.

In addition to these Title IV-specific forms, many other forms in SCT Banner have fields that accommodate the Return of Title IV Funds and Title IV Authorizations. Title IV-specific fields are referenced in the appropriate procedures in Chapter 3, *Procedures*, of this handbook. For more information about the forms themselves, refer to the appropriate documentation for the SCT Banner product to which they belong. You will find a list of these forms at the end of this chapter.

Refer to Chapter 3, *Procedures*, for information about how to perform specific tasks using both Title IV and non Title IV-specific forms.

> **Note:** You should take extra care when setting up the security for the various forms that users need in order to complete Title IV-related tasks. Since the Return of Title IV Funds and Title IV Authorizations relies on SCT Banner Accounts Receivable, Student, and Financial Aid, users may need access to forms outside the SCT Banner product in which they usually work.

Return of Title IV Funds and Authorizations Menu Navigation Tables

The following table lists the forms used exclusively for the Return of Title IV Funds and Title IV Authorizations, and the menus in which they appear.

General Controls and Cashiering Menu (*TGENERAL)

Access this menu from the Accounts Receivable Menu (*FINAR).

TVAAUTH   Authorization Maintenance Form

Used to associate authorization codes with a student, and to maintain a student's authorization records.

TVAMASS   Mass Authorization Form

Used to create authorizations for multiple students.

Accounts Receivable Validation Form Menu (*TARVALD)

Access this menu from the Accounts Receivable Menu (*FINAR).

TVVAUTH   Authorization Validation Form

Used to create and maintain authorization codes.

Title IV Menu (*TITLEIV)

Access this menu from the Registration Menu (*REGISTRATION).

SOATBRK   Student Term Break Form

Used to define break periods in the semester for Title IV purposes.

SFAWDRL   Student Withdrawal Form

Used to withdraw students from the term.

SFIWDRL   Student Withdrawal Inquiry Form

Used to view withdrawal information about students.

Validation Form Sub Menu (STVTRCN-STVXLBL) (*STDVALD3G)

Access this menu from the Validation Form Sub Menu (STVRTRM-STVXLBL) Menu (*STDVALD3).

STVWDRL   Student Withdrawal Status Code Validation Form

Used to create and maintain withdrawal status codes

Return of Title IV Funds Menu (*RESTRFND)

Access this menu from the Financial Aid System Menu (*RESOURCE).

RPITIVC   Return of Title IV Funds Calculation Inquiry Form

Used to view all repayment calculations for a student.

RPATIVC   Return of Title IV Funds Calculation Form

Used to calculate and view information about a student's return of Title IV funds.

Accounts Receivable Forms

Authorization Validation Form (TVVAUTH)

Use this form to create and maintain authorization codes.

Fields	Descriptions / Buttons
Auth Code	Authorization code.
Description	Description of the authorization code.
System Required	Check box that indicates whether the authorization code is required by SCT Banner for Title IV processing. This check box is automatically selected for SCT Banner-delivered authorization codes. It can be changed only for user-defined codes.

	selected	The code was delivered as seed data and is required for Title IV processing. You must use the *TIV, HLD*, and *PY* codes at your institution in order to process Title IV information correctly.
	cleared	The code was created at your institution and is not required for Title IV processing.

Fields	Descriptions / Buttons
Activity Date	Date on which the code was created or modified. This field is display-only.

Authorization Maintenance Form (TVAAUTH)

Use this form to associate authorization codes with a student, and to maintain a student's authorization records.

Fields	Descriptions / Buttons
ID	ID of the student with which you want to associate authorization codes. Choices come from either the Person Search Form (SOAIDEN) or the Non-Person Search Form (SOACOMP).

Fields	Descriptions / Buttons
Auth Code	Authorization code. Choices come from the Authorization Validation Form (TVVAUTH).
Status	Pull-down list that indicates whether you want to authorize the code for use or rescind the code from use.
	Authorized The code will be used during the specified time period.
	Rescinded The code will not be used during the specified time period.
User ID	ID of the person who authorized or rescinded the code. This field is display-only.
Start Date	Date on which the code/status combination becomes active. The default value is the default system date. It can be changed.
End Date	Date on which the code/status combination is no longer active. The default value is 31-DEC-2099.It can be changed.
Activity Date	Date on which the code was authorized or rescinded. This field is display-only.

Mass Authorization Form (TVAMASS)

Use this form to create authorizations for multiple students. You can also associate more than one code with a particular student, if necessary.

Fields	Descriptions / Buttons
Code	Authorization code. Choices come from the Authorization Validation Form (TVVAUTH).
Start Date	Date on which the code becomes active. The default value is the system date. It can be changed.
End Date	Date on which the code is no longer active. The default value is 31-DEC-2099. It can be changed.

Fields	Descriptions / Buttons
ID	ID of the student with which you want to associate the authorization code. Choices come from either the Person Search Form (SOAIDEN) or the Non-Person Search Form (SOACOMP).
Name	Name of the student. This value is the name associated with the ID on either the Person Search Form (SOAIDEN) or the Non-Person Search Form (SOACOMP). This field is display-only.
Code	Title IV authorization code that you want to associate with the student. The default value is the code you entered in the key block. It can be changed, if you want to associate the student with a different authorization code. Choices come from the Authorization Validation Form (TVVAUTH).
Start Date	Date on which the code becomes active. The default value is the start date you entered in the key block. It can be changed.
End Date	Date on which the code is no longer active. The default value is the end date you entered in the key block. It can be changed.

Student Forms

Student Term Break Form (SOATBRK)

Use this form to define break periods within the term. For the Return of Title IV Funds and Title IV Authorizations purposes, a break is a period of five or more consecutive days when classes are not held. If the break period is less than five days, then Title IV regulations consider it as part of the enrollment period. A break period of five days or more is not considered as part of the enrollment period. Weekends are counted as part of the enrollment period.

SCT Banner uses the break periods defined on this form to determine the percent of the enrollment period completed.

> **Note:** Consecutive days of a single break must be entered as a single unit.

Fields	Descriptions / Buttons
Term	Code of the term as defined on the Term Code Validation Form (STVTERM). Choices come from the Term Code Validation list.
Start Date	Start date of the term. This field is display-only.
End Date	End date of the term. This field is display-only.
Description	Description of the break (for example, Spring Break).
Start	Start date of the break period.
End	End date of the break period.
Total Days	Total number of days of the break period. SCT Banner generates this value based on the values in the **Start** and **End** fields. You can change it only by changing the value in the **Start** and **End** fields.
User	ID of the user who created the break period. This field is display-only.

Fields	Descriptions / Buttons
Activity Date	Date on which the break period was created or last modified. This field is display-only.

Student Withdrawal Form (SFAWDRL)

Use this form to enter additional withdrawal information for a student. Withdrawing a student from the term is the first step in calculating a student's Title IV repayment.

> **Tip***: Use the Student Course Registration Form (SFAREGS) to withdraw a student from the term.

You can update information that SCT Banner will use to calculate the student's Title IV repayment, such as:

- Withdrawal code and effective date
- Whether the student is a Title IV recipient
- Adjustments to the start and end dates
- Any approved leave of absence that the student took during the term
- Any additional allowable institutional costs that were not assessed by SCT Banner Accounts Receivable
- Adjustments to the original charge designation of institutional charges as needed

> **Tip:** This form will alert you if you try to withdraw a student who still has an active enrollment status.

Withdrawal Status Information window

Use this window to record withdrawal information for the student.

Fields	Descriptions / Buttons
ID	ID of the student. Choices come from the Person Search Form (SOAIDEN).
Term	Code of the term as defined on the Term Code Validation Form (STVTERM). Choices come from the Term Code Validation list.
Sequence No	Sequence number of the withdrawal record. SCT Banner assigns this value. It cannot be changed.

> **Tip:** You can use this value to cross-reference the student's withdrawal record when you calculate the student's Title IV repayment on the Return of Title IV Funds Calculation Form (RPATIVC).

Fields	Descriptions / Buttons
User	ID of the user who created the withdrawal record for the student. SCT Banner assigns this value. It cannot be changed.
Activity Date	Date on which this withdrawal record was created. SCT Banner assigns this value. It cannot be changed.
Current Enrollment Status	Enrollment status of the student. This value comes from the Student Course Registration Form (SFAREGS).
Status Date	Date on which the value in the **Current Enrollment Status** field was assigned. This value comes from the Student Course Registration Form (SFAREGS).
Processed	Check box that indicates whether SCT Banner Financial Aid has processed the withdrawal and calculated the Title IV repayment. SCT Banner assigns this value. It cannot be changed.

	selected	The withdrawal has been processed in SCT Banner Financial Aid.
	cleared	The withdrawal has not yet been processed in SCT Banner Financial Aid.

Fields	Descriptions / Buttons
WD Code	Withdrawal status code. Choices come from the Withdrawal Status list (STVWDRL).
Effective WD Date	Effective date of the withdrawal. This date must fall between the enrollment start and end dates.
TIV Record	Check box that indicates whether the student is a Title IV award recipient. This field is for informational purposes only.

	selected	The student was awarded Title IV funds for this term.
	cleared	The student was not awarded Title IV funds for this term.

> **Note:** The default value for this field is *selected* if your institution uses SCT Banner Financial Aid and the student was awarded a Title IV award for the term.

Fields	Descriptions / Buttons
Enrollment Start	Start date of the enrollment period.The default value is the Title IV date source on SOATERM. It can be changed, but it must be less than the enrollment end date.
Enrollment End	End date of the enrollment period.The default value is the Title IV date source on SOATERM. It can be changed, but it must be greater than the enrollment start date.
Enrl Break Days	Total number of break days between the enrollment start and end dates during the enrollment period. This value is the number of break days defined for the term on the Student Term Break Form (SOATBRK). It cannot be changed. **Note:** A break is five or more consecutive days.
Days In Period	Total number of days that classes were held during the enrollment period. SCT Banner calculates this value. It cannot be changed.
Attend Break Days	Number of break days between the enrollment start date and the effective withdrawal date during the period that the student was enrolled. SCT Banner calculates this value. It cannot be changed.
Days Attended	Total number of days that the student attended classes during the enrollment period. SCT Banner calculates this value. It cannot be changed.
Percent Attended	Percentage of the term that the student attended classes during the enrollment period. SCT Banner calculates this value. It cannot be changed.
Original Charges	Total dollar amount of institutional charges designated as original for the student during the enrollment period. SCT Banner calculates this value. It cannot be changed.
Other Costs	Dollar amount of any other costs not assessed to the student via Accounts Receivable during the enrollment period that should be included in the calculation of total institutional costs.
Comment	Text that you want to associate with this particular withdrawal record.

Institutional Charges Detail Information window

Use this window to view detailed information about the institutional charges assessed to the student's account for the enrollment period, and to make any corrections to the charges that should be designated as original during Title IV repayment calculations.

Fields	Descriptions / Buttons
Detail Code	Detail code of the charge. This field is display-only.
Description	Description of the charge. This field is display-only.
Effective Date	Effective date of the charge. This field is display-only.
Trans Date	Transaction date of the charge. This field is display-only.
Amount	Amount of the charge. This field is display-only.
Original Charge	Check box that indicates whether the charge should be considered original for Title IV repayment calculations.
	selected The charge is considered as original.
	cleared The charge is not considered as original.
Total Original Charges	Total dollar amount of the charges designated as original on this window that is used in the return of Title IV funds calculation. SCT Banner calculates this value based upon the charges that are designated as original on this window.
Total Other Charges	Total dollar amount of non-original institutional charges. This field is display-only.
Total Net Institutional Charges	Sum of the values in the **Total Original Charges** field and the **Total Other Charges** field.

Course Detail Information window

Use this window to record the last date that the student attended each course.

Fields	Descriptions / Buttons
CRN	Course reference number. This field is display-only.
P/T	Part of term. This value comes from SOATERM.
Subj	Subject of the course. This field is display-only.
Crse	Number of the course. This field is display-only.
Sec	Course section. This field is display-only.
Status Code	Status code of the course as defined on SFAREGS.
Status Date	Date the status was assigned. This field is display-only.
Last Date Attended	Last date that the student attended the course. This date can be used to determine the date of withdrawal for the student.

Student Withdrawal Query Form (SFIWDRL)

Use this form to view and query withdrawal information about a student. You can view information for either a single term or all terms. Withdrawal records appear in order of the most recent term first, and within each term, from the most recent withdrawal record to the oldest.

This form is for query purposes only; you cannot make changes to any of the values on this form. You can query on any of the fields that contain values that are active (rather than inactive).

Fields	Descriptions / Buttons
ID	ID of the student for which you want to view withdrawal information. Choices come from the Person Search Form (SOAIDEN).

Fields	Descriptions / Buttons
Term	Code of the term as defined on the Term Code Validation Form (STVTERM). Choices come from the Term Code Validation list. **Tip:** If you want to view withdrawal records for all terms, then do not enter a value in this field.
Term	Code of the term.
Seq	Sequence number of the withdrawal record. SCT Banner assigns this value. It cannot be changed. **Tip:** You can use this value to cross-reference the student's withdrawal record when you calculate the student's Title IV repayment on the Return of Title IV Funds Calculation Form (RPATIVC).
Wdrl Code	Withdrawal code.
Withdrawal Date	Effective date of the withdrawal.
TIV Ind	Check box that indicates whether the student is a Title IV award recipient.
	selected The student is a Title IV recipient for this term.
	cleared The student is not a Title IV recipient for this term.
Processed Ind	Check box that indicates whether SCT Banner Financial Aid has processed the withdrawal and calculated the Title IV repayment.
	selected The withdrawal has been processed in SCT Banner Financial Aid.
	cleared The withdrawal has not yet been processed in SCT Banner Financial Aid.
Start Date	Start date of the enrollment period.
End Date	End date of the enrollment period.
Days in Period	Number of days that the student could have attended class during the enrollment period.

Fields	Descriptions / Buttons
Days Attended	Total number of days that the student attended classes during the enrollment period.
Percent Attended	Percentage of the term that the student attended classes during the enrollment period
Original Charges	Total dollar amount of institutional charges designated as original for the student during the enrollment period.
Other Costs	Dollar amount of other costs not assessed via Accounts Receivable to the student during the enrollment period that are part of the institutional charges.

Financial Aid Forms

Return of Title IV Funds Calculation Form (RPATIVC)

Use this form to calculate a student's Title IV repayment.

You can use one of two modes to run this form:

- *Simulation mode*–Use this mode to calculate and view the student's repayment without saving the data. If you like, you can make changes to the data in the **LK**, **Elig Disb**, **Comment**, and **Disb** fields for review purposes. Your changes will not be saved.

- *Calculate & Save mode*–Use this mode to calculate a student's repayment and save the calculation. You can make changes to the information, and then save and view the information on RPITIVC. If you want to print the information, run RPRTIVI in *Audit* mode with a population selection for the single student.

This form displays only the current calculation of Title IV repayment. To view all of the repayment calculations for a student, use the Return of Title IV Funds Inquiry Form (RPITIVC).

> **Tip:** Use the Return of Title IV Calculation Process (RPRTIVC) to calculate Title IV repayment for multiple students at once.

Main window

Use this window to select the student ID and term for which you want to calculate Title IV repayment information. This window displays Title IV amounts by Title IV fund.

Fields	Descriptions / Buttons
ID	ID of the student for which you want to calculate and review Title IV repayment information. Choices come from the Person Search Form (SOAIDEN).
Term Code	Code of the term for which you want to calculate Title IV repayment information. Choices come from the Term Code list.
WD Code	Code that indicates the type of withdrawal made by the student. This field is display-only.

Fields	Descriptions / Buttons
WD Date	Date of the withdrawal. This field is display-only.
Simulation Mode	Check box that indicates whether the form is running in *Simulation* mode or *Calculate and Save* mode.
Seq No Stu	Number used to cross-reference a student's withdrawal record.
Seq No FA	Number assigned to this particular repayment calculation. You can later use this number to view the calculation information on the Return of Title IV Funds Calculation Inquiry Form (RPITIVC). SCT Banner assigns this value. It cannot be changed.

> **Note:** SCT Banner only saves the sequence number if you run the form in *Calculate and Save* mode.

Fields	Descriptions / Buttons
Title IV Fund	Code of the Title IV fund.
LK	Fund lock indicator. If you enter *Y* in this field, then SCT Banner will use the amounts in the Elig Disb and Disb fields to calculate the student's repayment. If you enter *N* in this field, then SCT Banner will revert to the original amounts.

> **Note:** You can change this value on if running the form in *Simulation* mode.

Fields	Descriptions / Buttons
Elig Disb	Potential amount of the financial aid award.

> **Note:** It can be changed if you are running the form in *Simulation* mode. You must change the **LK** field to *Y* and re-run the calculation.

Fields	Descriptions / Buttons
Disb	Amount of the financial aid award that was actually disbursed It can be changed if you are running the form in *Simulation* mode.

> **Note:** It can be changed if you are running the form in *Simulation* mode. You must change the **LK** field to *Y* and re-run the calculation.

Fields	Descriptions / Buttons
Not Disb	Difference between the eligible disbursement and the actual disbursed amount. SCT Banner calculates this value. It can be changed by changing the amounts in the **Elig Disb** and **Disb** fields.

Fields	Descriptions / Buttons

Inst Req Return Amount of the award that your institution is required to return to the federal agency. SCT Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.

Inst Opt Return Amount that the institution chooses to return on the student's behalf. Your institution may choose to return this amount. SCT Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.

> **Note:** SCT Banner will only display this amount if the **Return TIV** indicator is selected on ROAINST.

Student Return Amount that the student owes. SCT Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.

> **Note:** SCT Banner will only display an amount on this window if the **Return TIV** indicator is cleared on ROAINST.

Post-WD Disb Amount of earned Title IV aid that may be disbursed after the student withdrew. SCT Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.

> **Note:** Awards must be updated manually.

Revised Award Revised Title IV award based on the repayment calculation. SCT Banner calculates this value. It cannot be changed.

> **Note:** Awards must be updated manually.

Sys/Man Indicates whether the values in the **Elig Disb** or **Disb** fields were adjusted manually on this form.

M   The amounts were adjusted manually.

S   The amounts came from the Awards table.

Totals Displays the total amounts for each of the following columns:

Elig Disb, **Disb**, **Not Disb**, **Inst Req Return**, **Inst Opt Return**, **Student Return**, **Post-WD Disb**, and **Revised Award**.

Fields	Descriptions / Buttons

Comment Text that you want to associate with the current Title IV repayment calculation. Comments are only saved in *Calculate & Save* mode.

User ID ID of the user who initially performed the calculation. SCT Banner generates this value. It cannot be changed.

Calc Lock Indicates whether the calculation has been saved.

selected	The calculation has been saved.
cleared	The calculation has not been saved.

Activity Date Date on which the calculation was performed. SCT Banner generates this value. It cannot be changed.

Title IV Calculation window

Use this window to view dollar amounts and percentages for the total repayment amounts.

Enrollment Period Start Date Start date of the enrollment period for the term specified on the main window. This value comes from SFAWDRL. It cannot be changed.

Enrollment Period End Date End date of the enrollment period for the term specified on the main window. This value comes from SFAWDRL. It cannot be changed.

Days in Enrollment Period Number of days in the enrollment period. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Days Attended Number of days that the student attended classes during the enrollment period. This value comes from the Student Withdrawal Form (SFAWDRL). It cannot be changed.

Title IV Earned % Percentage of the total Title IV financial aid award that the student earned during the term. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Title IV Earned $ Dollar amount of the total Title IV financial aid award that the student earned during the term. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Title IV Unearned %   Percentage of the total Title IV financial aid award that the student did not earn during the term. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Title IV Unearned $ Dollar amount of the total Title IV financial aid award that the student did not earn during the term. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Total Institutional Charges   Total dollar amount of the institutional charges that SCT Banner will use to determine the Title IV repayment amounts. SCT Banner determines this value based on SFAWDRL. It cannot be changed.

Remaining Aid To Be Disb To Student   Dollar amount of the remaining financial aid award that may be disbursed to the student. SCT Banner calculates this value. It cannot be changed.

Total Title IV Aid To Be Returned   Total dollar amount of the Title IV funds (student + institution). SCT Banner calculates this value. It cannot be changed.

Institution's Required Share   Dollar amount of Title IV funds that your institution must return to the federal agency. SCT Banner calculates this value. It cannot be changed.

Student Share   Dollar amount of Title IV funds that the student must return to the federal agency. SCT Banner calculates this value. It cannot be changed.

Return of Title IV Funds Calculation Inquiry Form (RPITIVC)

Use this form to view a history of calculations of Title IV repayment information for a student. With this form you can view any of the saved calculations that you have made either on the Return of Title IV Funds Calculation Form (RPATIVC) or with the Return of Title IV Funds Calculation Process (RPRTIVC). Calculations appear in order of most recent to oldest.

Main window

Use this window to view and query detail information by term for the calculation of a student's Title IV repayment.

Fields	Descriptions / Buttons
ID	ID of the student for which you want to view calculated Title IV repayment information. Choices come from the Person Search Form (SOAIDEN).
Term Code	Code of the term for which you want to view calculated Title IV repayment information. Choices come from the Term Code list. **Tip:** You can query on this field.
Sequence No Stu	Number used to cross-reference a student's withdrawal record.
Sequence No Fin	Number assigned to this particular repayment calculation. You can later use this number to view the calculation information on the Return of Title IV Funds Calculation Inquiry Form (RPITIVC). SCT Banner assigns this value.
WD Code	Code that indicates the type of withdrawal made by the student. This field is display-only.
WD Date	Date of the withdrawal. This field is display-only.
Title IV Fund	Code of the Title IV fund.
LK	Fund lock indicator. If you enter *Y* in this field, then SCT Banner will use the amounts in the Elig Disb and Disb fields to calculate the student's repayment. If you enter *N* in this field, then SCT Banner will revert to the original amounts.
Elig Disb	Potential amount of the financial aid award.
Disb	Amount of the financial aid award that was actually disbursed.
Not Disb	Difference between the eligible disbursement and the actual disbursed amount.
Inst Req Return	Amount of the award that your institution is required to return to the federal agency.

Fields	Descriptions / Buttons
Inst Opt Return	Amount of the award that your institution may elect to return on the student's behalf.
Student Return	Amount of the award that the student must return to the agency.
Post-WD Disb	Amount of the award that may be disbursed after the student withdrew.
Revised Award	Amount of the award that remains after repayment calculation.
Sys/Man	Indicates whether the Title IV repayment calculation was performed manually on this form or by the Return of Title IV Calculation Process (RPRTIVC).

M	The calculation was performed by using this form.
S	The calculation was performed by the Return of Title IV Calculation Process (RPRTIVC).

Fields	Descriptions / Buttons
Totals	Displays the total amounts for each of the following columns: **Elig Disb**, **Disb**, **Not Disb**, **Inst Req Return**, **Inst Opt Return**, **Student Return**, **Post-WD Disb**, and **Revised Award**.
Comment	Text associated with the Title IV repayment calculation.
User ID	ID of the user who initially performed the calculation.
Activity Date	Date on which the calculation was performed.

Calculations window

Use this window to view summary amount information about a student's Title IV repayment.

Fields	Descriptions / Buttons
Enrollment Period Start Date	Start date of the enrollment period for the term specified on the main window.

Enrollment Period End Date   End date of the enrollment period for the term specified on the main window.

Days in Enrollment Period   Number of days in the enrollment period.

Days Attended   Number of days that the student attended classes during the enrollment period.

Title IV Earned %   Percentage of the total financial aid award that the student earned during the term.

Title IV Earned $ Dollar amount of the total financial aid award that the student earned during the term.

Title IV Unearned %   Percentage of the total financial aid award that the student did not earn during the term.

Title IV Unearned $ Dollar amount of the total financial aid award that the student did not earn during the term.

Total Institutional Charges   Total dollar amount of the institutional charges that SCT Banner will use to determine the Title IV repayment amounts.

Remaining Aid To Be Disb To Student   Dollar amount of the remaining financial aid award that will be returned to the student.

Total Title IV Aid To Be Returned   Total dollar amount of the Title IV repayment (student + institution).

Institution's Required Share   Dollar amount that your institution must return to the federal agency.

Student Share   Dollar amount that the student must return to the federal agency.

Additional Forms Used by the Return of Title IV Funds and Title IV Authorizations

ROAINST	Institutional Financial Aid Options Form
SOATERM	Term Control Form
SLATERM	Housing Term Control Form
SFAALST	Class Attendance Roster Form
SFAREGS	Student Course Registration Form
SLARASG	Room Assignment Form
SLAMASG	Meal Assignment Form
SLAPASG	Phone Assignment Form
STVESTS	Enrollment Status Code Validation Form
TSAAREV	Account Detail Review Form–Student
TSADETL	Account Detail Form–Student
TSADETF	Foreign Currency Detail Form–Student
TSASPAY	Student Payment Form
TSARFND	Refund Review Form-Student
TSAMUNA	Mass Unapplication Form-Student
TSADETC	Detail Code Control Form-Student

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Chapter 5   Reports and Processes

This chapter describes the reports and processes used exclusively for Title IV purposes. For instructions on how to use a report or process for a Title IV task, refer to Chapter 3, *Procedures*. For information about reports and processes whose functionality may be shared by other SCT Banner modules, refer to the appropriate documentation for that product.

The following table lists all of the Title IV-specific reports and processes that you will find in SCT Banner. Each report and process is described in detail in this chapter.

List of Return of Title IV Funds and Title IV Authorizations Reports and Processes

Accounts Receivable Reports and Processes

TVPREQA   "Create Title IV Auth from Req Process (TVPREQA)"

Used to create authorizations from financial aid tracking requirements for students with statuses that have been updated since some date that you specify.

TVRCRED   "Students with Title IV Credit Report (TVRCRED)"

Use this report to display students who have outstanding credit balances from Title IV disbursements.

Student Reports and Processes

SFRNOWD   "Withdraw Pending Status Change Report (SFRNOWD)"

Identifies students who have zero enrollment hours but have not been officially withdrawn, and have grades that indicate they did not successfully complete the course.

SFRWDRL   "Withdrawn Student Report (SFRWDRL)"

Identifies withdrawn students who potentially need Title IV repayment but do not yet have an effective withdrawal record in the system. You can also use this report to create a record for each withdrawn student who received Title IV funds and needs to be processed through SCT Banner Financial Aid.

Financial Aid Reports and Processes

RPRTIVR   "Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)"

Used to view and print a summary of all the students who have had a withdrawal status code entered on their student record.

RPRTIVC   "Return of Title IV Funds Calculation Process (RPRTIVC)"

Used to calculate Title IV repayment amounts for students who have withdrawn from the term.

RPRTIVI   "Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI)"

Used to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC).

List of Other Reports and Processes Used by Title IV

The table below lists the reports and processes that are used in Return of Title IV Funds and Title IV Authorizations, but are also used by other SCT Banner modules. Information about performing Title IV-specific tasks with these reports and processes is found in Chapter 3 of this handbook. For detailed information about the report or process, refer to the documentation for that SCT Banner product.

Accounts Receivable Reports and Processes Used for Title IV

TGRAPPL   Application of Payments Process

Used to apply payments and charges within the Accounts Receivable product.

TGRUNAP   Unapplication of Payments Process

Used to unapply payments and charges in batch within the Accounts Receivable product.

TGRDETC   Detail Code Report

Used to view detail codes and their associated accounting distributions as well as the indicators used for Title IV processing.

TSRRFND   Auto Refund of Credit Amts-Student Process

Used to process refunds in batch within the Accounts Receivable product.

Student Reports and Processes Used for Title IV

SFRFASM   Batch Fee Assessment Process

Used to assess fees to student accounts.

SFRFAS1   Modified Batch Fee Assessment Process

Used to assess fees to student accounts.

SLRFASM   Batch Room/Meal/Phone Assess Report

Used to assess room, meal, and telephone fees to student accounts.

SFRSLST   Class Roster Report

Used to view information about the students in a class. For Title IV purposes, you can view the last date that a student attended the class.

SFRRNOP   Registered, Not Paid Process

Used to update the status of students who have registered for classes but have not yet paid.

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Accounts Receivable Reports and Processes

This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by SCT Banner Accounts Receivable.

Create Title IV Auth from Req Process (TVPREQA)

Description   Use this process to create authorizations from financial aid tracking requirements for students with statuses that have been updated since some date that you specify. You can use this process on an as-needed basis to keep track of students as they complete their financial aid requirements.

Parameters

Name	Required?	Description	Values
Aid Year	Yes	Aid year for which you want to locate students who have updated statuses of their financial aid requirements.	Aid Year Inquiry Form (ROIAIDY)
Selection Date	Yes	Date from which you want to locate students who have updated statuses of their financial aid requirements. SCT Banner will display records beginning with the date you enter for this parameter.	
Requirement for TIV Auth	No	Requirement code (as entered on RRAAREQ) from which SCT Banner will create authorizations to pay non-institutional charges with Title IV funds.	
TIV Authorized Status	No	Indicates the student accepts authorizations to pay non-institutional charges.	
TIV Denied Status	No	Indicates the student denies authorization to pay non-institutional charges.	

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Requirement for PY Auth	No	Requirement code (as entered on RRAAREQA) from which SCT Banner will create authorizations to pay prior year charges with Title IV funds.	
	PY Authorized Status	No	Indicates the student accepts authorizations to pay prior year charges.	Requirements Tracking Status Validation Form (RTVTRST)
	PY Denied Status	No	Indicates student denies authorization to pay prior year charges.	
	Requirement for HLD Auth	No	Requirement code (as entered on RRAAREQA) from which SCT Banner will create authorizations to hold excess Title IV funds to pay future charges.	
	HLD Authorized Status	No	Indicates the student accepts authorizations to hold excess Title IV funds.	Requirements Tracking Status Validation Form (RTVTRST)
	HLD Denied Status	No	Indicates student denies authorization to hold excess Title IV funds.	Requirements Tracking Status Validation Form (RTVTRST)
	Start Date	No	Date you want to use as the start date of the authorization.	The default date is the status change date on the record.

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	End Date	No	Date you want to use as the end date of the authorization.	The default date is 31-DEC-2099.
	Sort Indicator	Yes	Indicates whether you want to sort the output by either name or ID.	I ID (Sort by ID) N Name (Sort by name)

Report Sample—Create Title IV Auth from Req Process (TVPREQA) — *see also the following pages*

```
12-JUN-2000 09:35 AM                            SCT Development                                PAGE 1
                                          Create Title IV Auth from Req                         TVPREQA
                             Requirement ATHHLD regarding permission to hold Credit balances
                                         Authorization approved by student


ID         NAME                           Date                   Action
----------------------------------------  ---------------------  ----------------------------------------
902109061  Jackson, Fred                  28-SEP-1999            Authorization Created
987655331  Nguyen, Kam                    05-SEP-1999            Authorization Created
902109062  Scenzo, John                   29-SEP-1999            Authorization Created
```

```
┌─────────────────────────────────────────────────────────────────────────────────────────────────────┐
│ 12-JUN-2000 09:35 AM                          SCT Development                          PAGE 2         │
│                                        Create Title IV Auth from Req                   TVPREQA        │
│                          Requirement ATHHLD regarding permission to hold Credit balances              │
│                                      Authorization denied by student                                 │
│                                                                                                       │
│                                                                                                       │
│     ID         NAME                     Date              Action                                      │
│     -----------------------------------------------------------------------------------------         │
│     928911916 Bird, Turkey Hokie        26-AUG-1999       No Action                                   │
│     902109065 Brew, Case                07-MAR-2000       No Action                                   │
│     902109064 Case, Stoney              10-APR-2000       No Action                                   │
│     610578709 Cloth, A Terry            01-APR-1999       No Action                                   │
│     601001111 Miller, Jane T.           01-MAY-2000       No Action                                   │
│     999555111 Mulder, Fox               02-MAR-1999       No Action                                   │
│     111555999 Scully, Dana              02-MAR-1999       No Action                                   │
│                                                                                                       │
└─────────────────────────────────────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────────────────────────────────────┐
│ 12-JUN-2000 09:35 AM                          SCT Development                          PAGE 3         │
│                                        Create Title IV Auth from Req                   TVPREQA        │
│                          Requirement ATHPY regarding payment of Prior Year Balances                   │
│                                      Authorization denied by student                                 │
│                                                                                                       │
│                                                                                                       │
│     ID         NAME                     Date              Action                                      │
│     -----------------------------------------------------------------------------------------         │
│     902109061 Jackson, Fred             28-SEP-1999       No Action                                   │
│     601002222 Finkle, Sally P           04-SEP-1999       No Action                                   │
│     987655331 Nguyen, Kam               05-SEP-1999       No Action                                   │
│     902109062 Scenzo, John              29-SEP-1999       No Action                                   │
│                                                                                                       │
└─────────────────────────────────────────────────────────────────────────────────────────────────────┘
```

```
12-JUN-2000 09:35 AM                          SCT Development                          PAGE 4
                                        Create Title IV Auth from Req                   TVPREQA
                         Requirement ATHPY regarding payment of Prior Year Balances
                                     Authorization approved by student


    ID         NAME                    Date              Action
    ---------------------------------------------------------  ----------------------------------------
    928911916 Bird, Turkey Hokie       24-SEP-1999       Authorization Created
    902109064 Case, Stoney             10-SEP-1999       Authorization Created
    610578709 Cloth, A Terry           01-SEP-1999       Authorization Created
    999555111 Mulder, Fox              02-SEP-1999       Authorization Created
    111555999 Scully, Dana             02-SEP-1999       Authorization Created
```

```
12-JUN-2000 09:35 AM                          SCT Development                          PAGE 5
                                        Create Title IV Auth from Req                   TVPREQA
                       Requirement ATHTIV regarding payment of non Institutional Charges
                                     Authorization denied by student


    ID         NAME                    Date              Action
    ---------------------------------------------------------  ----------------------------------------
    902109063 Case, Test               29-SEP-1999       Authorization Terminated, New Recision
    987655331 Nguyen, Fred             05-SEP-1999       No Action
```

```
12-JUN-2000 09:35 AM                          SCT Development                          PAGE 6
                                        Create Title IV Auth from Req                   TVPREQA
                       Requirement ATHTIV regarding payment of non Institutional Charges
                                     Authorization approved by student


    ID         NAME                    Date              Action
    ---------------------------------------------------------  ----------------------------------------
    928911916 Bird, Turkey Hokie       24-SEP-1999       Authorization Exists through 31-DEC-2099
    236010026 Eggs, Benedict W         24-SEP-1999       Authorization Created
    567812125 Larsen, Elizabeth        22-SEP-1999       Authorization Extended
```

```
12-JUN-2000 09:35 AM                        SCT Development                        PAGE 7
                                      Create Title IV Auth from Req                TVPREQA
                                  * * * REPORT CONTROL INFORMATION * * *
                                  Parameters have been entered via Job Submission.


Version: 4.3


Parameter Name                    Value
_____   _____
Parameter Seq No:                 712137
Aid Year:                         9900
Selection Date:                   01-SEP-1999
Requirement for TIV Auth:         ATHTIV
TIV Authorized Status:            G
TIV Denied Status:                H
Requirement for PY Auth:          ATHPY
PY Authorized Status:             G
PY Denied Status:                 H
Requirement for HLD Auth:         ATHHLD
HLD Authorized Status:            G
HLD Denied Status:                H
Start Date:
End Date:                         31-MAY-2000
Sort Indicator:                   N
```

Students with Title IV Credit Report (TVRCRED)

Description   Use this report to display students who have outstanding credit balances from Title IV disbursements. You can sort report output by name or ID.

Parameters

Name	Required?	Description	Values
Student ID	No	ID of a student for which you want to report. If left blank, then all students with outstanding Title IV credit balances will appear.	Person Search Form (SOAIDEN)
Sort Option	No	Indicates whether you want to sort by name or ID.	1 Sort by name 2 Sort by ID
Print one per page (Y/N)	No	Indicates whether you want to print only one student or multiple students on each page.	Y Yes–only one student will appear on each page N No–multiple students will appear on each page (default)

Report Sample—Students with Title IV Credit Report (TVRCRED) — *see also the following pages*

```
12-JUN-2000 08:47:01                        BANNER HP5 University                          PAGE 1
                                        Students with Title IV Credit                      TVRCRED
                                          Hold Authorization Exists
ID/NAME      Term    Enrl Hrs  Enrollment Date/Status              Withdrawal Eff.  Date/Status
400000033 Dukeofearl, Hesthe
             200110     12     24-MAY-2000  EL Eligible to Enroll

   Tran Detl  Description                   Term    Eff Date    Ref TIV  Inst    Charge      Payment     Balance
      3 FFPG  Federal Pell Grant            200110  05-MAY-2000  Y   Y                      1,650.00     -450.00
      2 FSEG  Federal SEOG                  200110  05-MAY-2000  Y   Y                      1,000.00         .00
      1 T101  Undergraduate Tuition         200110  05-MAY-2000  Y        Y     2,200.00                     .00

                                                                         Account Balance                -450.00
--------------------------------------------------------------------------------------------------------------
```

```
12-JUN-2000 08:47:01                        BANNER HP5 University                            PAGE 2
                                       Students with Title IV Credit                         TVRCRED
                                          No Authorization to Hold
ID/NAME      Term    Enrl Hrs  Enrollment Date/Status                    Withdrawal Eff.  Date/Status
400000008 Bito, Beth-Ann
             200110      12     11-MAY-2000  EL Eligible to Enroll

    Tran  Detl  Description                   Term    Eff Date    Ref  TIV   Inst      Charge      Payment      Balance
      5   T101  Undergraduate Tuition         200110  27-APR-2000  Y          Y       1,000.00                    .00
      4   DORM  Housing                       200110  27-APR-2000  Y          Y       2,000.00                    .00
      3   FUSL  Federal Unsubsidized Stafford 200110  27-APR-2000  Y    Y                         3,000.00   -1,247.00
      2   FFSL  Federal Stafford Loan         200110  27-APR-2000  Y    Y                           247.00        .00
      1   FFPL  Federal Perkins Loan          200110  27-APR-2000  Y    Y                         1,000.00        .00

                                                                                   Account Balance  -1,247.00
----------------------------------------------------------------------------------------------------------------------
ID/NAME      Term    Enrl Hrs  Enrollment Date/Status                    Withdrawal Eff.  Date/Status
400000015 Butane, Angelica N
             200110       0     01-OCT-2000  WS Withdrawn-W              10-SEP-2000 04 Official Withdrawal

    Tran  Detl  Description                   Term    Eff Date    Ref  TIV   Inst      Charge      Payment      Balance
      4   PARK  Parking Fee                   200110  12-JUN-2000            Y          125.00                 125.00
      3   FFPG  Federal Pell Grant            200110  29-APR-2000  Y    Y                         1,650.00     -50.00
      2   FSEG  Federal SEOG                  200110  29-APR-2000  Y    Y                         2,000.00        .00
      1   T101  Undergraduate Tuition         200110  01-SEP-2000  Y          Y       3,600.00                    .00

                                                                                   Account Balance     75.00
----------------------------------------------------------------------------------------------------------------------
ID/NAME      Term    Enrl Hrs  Enrollment Date/Status                    Withdrawal Eff.  Date/Status
400000031 Diamonds, Baseball
             200110       0     09-SEP-2000  W1 Withdrawn-P/F

    Tran  Detl  Description                   Term    Eff Date    Ref  TIV   Inst      Charge      Payment      Balance
      6   T101  Undergraduate Tuition         200110  09-SEP-2000  Y          Y      -2,200.00              -2,200.00
      5   FFSL  Federal Stafford Loan         200110  18-MAY-2000  Y    Y                           960.00    -960.00
      4   CASH  Cash                          200110  08-MAY-2000  Y                                   1.00      -1.00
      3   FFPG  Federal Pell Grant            200110  05-MAY-2000  Y    Y                         1,650.00    -350.00
      2   FSEG  Federal SEOG                  200110  05-MAY-2000  Y    Y                           900.00        .00
      1   T101  Undergraduate Tuition         200110  03-MAY-2000  Y          Y       2,200.00                    .00

                                                                                   Account Balance  -3,511.00
```

```
12-JUN-2000 08:47:01                      BANNER HP5 University                      PAGE 3
                                       Students with Title IV Credit                 TVRCRED

                                  * * * REPORT CONTROL INFORMATION * * *


RPTNAME: TVRCRED
VERSION: 4.3
Student ID:
Sort option: 1 - Name
One per page: N
RECORD COUNT:  4
```

Student Reports and Processes

This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by SCT Banner Student.

Withdraw Pending Status Change Report (SFRNOWD)

Description

Use this report to identify students who have zero enrollment hours but have not been officially withdrawn, and have grades that indicate they did not successfully complete the course.

You can display several different groups of students:

• those who have received or could have received Title IV financial aid

• those who received only non-Title IV aid

• those with no financial aid

Parameters

Name	*Required?*	*Description*	*Values*
Term Code	Yes	Term code for which you want to report.	Term Code Validation Form (STVTERM)
Student Level(s)	Yes	Level of student for which you want to report (for example, graduate or undergraduate). You can choose more than one student level, if desired.	Level Code Validation Form (STVLEVL)
Financial Aid Selection	Yes	Indicates the type of financial aid recipient. Enter *T* for Title IV recipients only, *F* for Financial Aid recipients, or *A* for all students. The default is *T.*	T Title IV recipients F Financial Aid recipients A All students

Parameters *(cont.)*

Name	Required?	Description	Values	
Verify Enrollment	Yes	Indicates whether you want to verify the enrollment. Enter *Y* to verify enrollment or *N* to not verify enrollment. The default is *Y.*	Y	Verify enrollment
			N	Do not verify enrollment
Start Date	No	Start date in DD-MON-YYYY format. Use this parameter to exclude students who have previously been reviewed based on the activity date on SFRSTCA.		
End Date	No	End date in DD-MON-YYYY format. Use this parameter to exclude students who have previously been reviewed based on the activity date on SFRSTCA.		
Verify History	Yes	Indicates whether you want to include students who have enrollment for the term but no credit hours in academic history (all F's, for example). Enter *Y* to verify history or *N* to not verify history. The default is *Y.*	Y	Verify history
			N	Do not verify history
Grade Which Reflects Drop	No	Indicates the grades which may reflect a drop.You can include more than one.		
Campus Selection	Yes	Campus for the population selection, or enter % for all. The default is %.	Campus Code Validation Form (STVCAMP)	

Parameters *(cont.)*

Name	Required?	Description	Values
Sort Order	Yes	Indicates the order in which you want to sort report output. Enter *I* to sort on Student ID, *N* to sort on Name, *L* to sort on Level.	I Student ID N Name L Level
Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. Use the Population Selection Extract Inquiry Form (GLIEXTR) to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Report Sample—Title IV: WD Pend Status Chg Report (SFRNOWD) — *see also the following pages*

```
15-MAY-2000 03:59:PM                              SCT DEVELOPMENT                                        PAGE: 1
                             STUDENTS ELIGIBLE TO ENROLL WHO HAVE NO ACTIVE REGISTRATION                 SFRNOWD
                                                 TERM: FALL 2000
                                            STUDENTS WITH FINANCIAL AID


                                                   CAMPUS/      LAST        ORIGINAL        NET
NAME                      ID       LEVEL  ENROLLED  COLLEGE     CHANGE      INST CHGS     INST CHGS   TITLE IV    TOTAL AID    BALANCE

DeSalvo, Jonathan Paul    TIV110000  UG   15-MAY-00   M/BU     15-MAY-00     2400.00       2400.00    4588.00     7338.00    -2635.00

   CRN        P/T      SUBJECT    COURSE    SECTION     CAMPUS     STATUS      STATUS DATE       LAST DATE ATTENDED
   10005       1        ENGL       300        C           M         DC        15-MAY-00           05-NOV-00
   10025       1        GEOL       040        O           M         DC        28-APR-00
   10035       1        SPAN       050        D           M         DC        28-APR-00
   10045       1        ANTH       061        C           M         DC        28-APR-00


Manley, John R           TIV270000  UG   11-MAY-00   M/BU     11-MAY-00      600.00        600.00      0.00       250.00     600.00

   CRN        P/T      SUBJECT    COURSE    SECTION     CAMPUS     STATUS      STATUS DATE       LAST DATE ATTENDED
   10005       1        ENGL       300        C           M         DW        11-MAY-00


Meehan, Helen Ellie      TIV120000  UG   07-APR-00   M/AS     28-APR-00     2600.00       2600.00    5063.00     7663.00    -3660.00

   CRN        P/T      SUBJECT    COURSE    SECTION     CAMPUS     STATUS      STATUS DATE       LAST DATE ATTENDED
   10005       1        ENGL       300        C           M         DC        28-APR-00
   10018       1        NURS       295        B           M         DC        28-APR-00
   10019       1        CHEM       100        A           M         DC        28-APR-00
   10021       1        STAT       140        A           M         DC        28-APR-00
```

```
 15-MAY-2000 03:59:PM                             SCT DEVELOPMENT                                          PAGE: 2
                                                 TOTAL PAGE


        TERM CODE                : 200110
        STUDENT LEVEL(S)         : UG
        FINANCIAL AID SELECTION  : F
        VERIFY ENROLLED          : YES
        START DATE               :
        END DATE                 :
        VERIFY HISTORY           : YES
        GRADES WHICH REFLECT DROP : CAMPUS                      : ALL CAMPUSES SELECTED
        SORT ORDER               : N
        APPLICATION ID           : NO APPLICATION ID ENTERED
        SELECTION ID             : NO SELECTION ID ENTERED
        CREATOR ID               : NO CREATOR ID ENTERED
        USER ID                  : NO USER ID ENTERED
        TOTAL OF STUDENTS PROCESSED : 3
```

Withdrawn Student Report (SFRWDRL)

Description   Use this report to identify students whose enrollment status has been changed to withdrawn and have no withdrawal record created yet. This report can also record the student's withdrawal date for Title IV purposes, and create a withdrawal record for those students who received Title IV funds. This report also identifies students for which the withdrawal record and the enrollment status code or date or total of original institutional charges has changed.

You can view two types of students:

*   those who have received only Title IV funds

*   all students

You can also limit the report to only the withdrawal enrollment status code(s) that you specify.

You can sort the data by:

*   Effective withdrawal status date

*   ID

*   Name

*   Withdrawal status code

*   Level

Parameters

Name	Required?	Description	Values	
Audit or Update Mode	Yes	Indicates whether you want to run the report in *Audit* or *Update* mode. If you run the report in *Audit* mode, then SCT Banner displays the information without updating the database. I f you run the report in *Update* mode, then SCT Banner create a withdrawal record for those students who received Title IV funds.	A	Audit mode
			U	Update mode
Term Code	Yes	Term for which you want to report.	Term Code Validation Form (STVTERM)	
Student Level	Yes	Level of student for which you want to report (for example, graduate or undergraduate). You can choose more than one student level, if desired.	Level Code Validation Form (STVLEVL)	
Campus Code (% for all)	Yes	Campus for the population selection, or enter % for all. The default is %.	Campus Code Validation Form (STVCAMP)	
Title IV Recipients Only	No	Indicates whether you want to include only Title IV recipients.	Y	Only Title IV recipients will be included
			N	All students will be included

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Enrollment Status Code (% for all)	Yes	Indicates which type of enrollment status you want to include in the report. You can choose more than one, if necessary.	Enrollment Status Code Validation Form (STVESTS)
Default WDRL Code	Yes	Withdrawal code that SCT Banner will enter for records that do not have an associated withdrawal code on STVESTS.	Withdrawal Code Validation Form (STVWDRL)
Major Sort Sequence	Yes	Primary sort order. Enter the sort sequence you want: *I* for ID, *N* for Name, *S* for Status Code, *D* for Date, or *L* for Level.	I ID N Name S Status code D Date L Level
Minor Sort Sequence	No	Secondary sort order. Enter the sort sequence of *I* for ID or *N* for Name, when the Major Sort Sequence parameter is set to *S, D,* or *L*. WHAT IS THIS?	I ID N Name
Home Address SDAX Code	Yes	Address type that you want to use as the home address for Title IV purposes. This code must be defined on the Crosswalk Validation Form (GTVSDAX). You can use % to specify all levels. The code must be part of the internal group ADDRESS.	Crosswalk Validation Form (GTVSDAX)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Campus Address SDAX Code	Yes	Address type that you want to use as the campus address for Title IV purposes. This code must be defined on the Crosswalk Validation Form (GTVSDAX).?	Crosswalk Validation Form (GTVSDAX)
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. Use the Population Selection Extract Inquiry Form (GLIEXTR) to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Report Sample—Withdrawn Student Report (SFRWDRL) — *see also the following pages*

```
31-MAY-2000 08:25:57                              SCT DEVELOPMENT                           PAGE    1
                                              Withdrawn Student Report                       SFRWDRL
RUN MODE: UPDATE                      TERM: 199610 Fall 1995 LEVEL: UG Undergraduate


                                                        STUDENT            EFFECTIVE             ACCOUNT
NAME                        ID          CAMPUS/COLLEGE  STATUS             DATE                  BALANCE
Holister Abernathy          610009604        M/NU       W1 Withdrawn-P/F   01-OCT-1995           4,321.56

       HOME ADDRESS                 CAMPUS ADDRESS
       39 North Road                39 North Road
       Malvern, PA 19355            Malvern, PA 19355
       Chester                      Chester
       (610) 555-9382               (610) 555-9382

       TRAN  CODE   DESC                     DATE            AMOUNT      ORIGINAL
         2   T101   Undergraduate Tuition    22-JUN-1995     3,850.00       Y
         1   ACTF   Activity Fee             22-JUN-1995        15.00

ORIGINAL CHARGE TOTAL:          3,850.00     TITLE IV ACCEPTED:
ADJUSTMENTS:                       15.00     TITLE IV PAID:
                                             TOTAL AID ACCEPTED:
NET:                            3,865.00     TOTAL AID PAID:


*Note: Student status code/date ***have been updated*** from W1/14-OCT-1995 to W1/01-OCT-1995.
```

```
31-MAY-2000 08:25:57                        SCT DEVELOPMENT                          PAGE    2
                                         Withdrawn Student Report                    SFRWDRL
RUN MODE: UPDATE                      TERM: 199610 Fall 1995 LEVEL: CR Credit


                                                    STUDENT           EFFECTIVE          ACCOUNT
NAME                      ID        CAMPUS/COLLEGE  STATUS            DATE               BALANCE
Keith Maris               610009601     M/EN        W1 Withdrawn-P/F  12-OCT-1995        14,351.56

    HOME ADDRESS                  CAMPUS ADDRESS
    2150 Silvertown Lane          4216A Reese Hall
    Villanova, PA 19085           Box 1492
    (610) 684-7362                (610) 575-2631

    TRAN  CODE   DESC                  DATE           AMOUNT     ORIGINAL
       9  T101   Tuition Charge        08-SEP-1995   -3,375.00
       6  MEAL   Meal Plan             06-JUL-1995    3,600.00       Y
       5  HOUS   Housing Fee           06-JUL-1995    4,200.00       Y
       2  T101   Undergraduate Tuition 22-JUN-1995    8,500.00       Y
       1  ACTF   Activity Fee          22-JUN-1995       35.00       Y

ORIGINAL CHARGE TOTAL:       16,335.00    TITLE IV ACCEPTED:         795.00
ADJUSTMENTS:                 -3,375.00    TITLE IV PAID:             795.00
                                          TOTAL AID ACCEPTED:        795.00
NET:                         12,960.00    TOTAL AID PAID:            795.00


*Note: Student status code changed from EL to W1.  ***New withdrawal record*** has been created for student.
```

```
31-MAY-2000 08:26:01                          SCT DEVELOPMENT                          PAGE    3
                                         Withdrawn Student Report                      SFRWDRL

                        * * * REPORT CONTROL INFORMATION - SFRWDRL - Release 4.3 * * *

Parameter Name                         Value
_____          _____
RUN SEQUENCE NUMBER:                   690238
AUDIT OR UPDATE MODE:                   U
TERM CODE:                             199610
STUDENT LEVEL:                         UG
STUDENT LEVEL:                         GR
STUDENT LEVEL:                         CR
CAMPUS CODE (%=ALL):                   %
TITLE IV RECIPIENTS ONLY:              N
ENROLLMENT STATUS CODE (%=ALL):        %
DEFAULT WDRL CODE:                     04
MAJOR SORT SEQUENCE:                   L
MINOR SORT SEQUENCE:                   N
HOME ADDRESS SDAX CODE:                ADMSADDR
CAMPUS ADDRESS SDAX CODE:              WDRLADDR
APPLICATION ID:
SELECTION ID:
CREATOR ID:
USER ID:

NUMBER OF RECORDS INSERTED:            2
NUMBER OF RECORDS UPDATED:             0
NUMBER OF RECORDS PROCESSED:           2
```

Financial Aid Reports and Processes

This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by SCT Banner Financial Aid.

Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)

Description   Use this report to view and print a summary of all the students who have had a withdrawal status code entered on their student record. You can view just those students who have received Title IV funds, or students who have received any type of financial aid. In addition, you can choose to view only the students who have had the Title IV repayment calculation performed.

> **Note:** You will receive a message for any student for which the required Title IV information has not been entered in SCT Banner.

You can view information for an entire term or for some period that you define within the term. You also have the option of viewing information about only the withdrawal status codes that you specify.

You can sort the data by:

*   Effective withdrawal status date

*   ID

*   Name

*   Withdrawal status code

Parameters

Name	Required?	Description	Values
Aid Year	Yes	Aid year for which you want to view withdrawal information.	Aid Year Inquiry Form (ROIAIDY)
Term Code	No	Term code for which you want to view withdrawal information. If blank, the whole aid year will be included.	Financial Aid Term Code Inquiry Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*	
Beginning Withdrawal Date	No	Start date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.		
Ending Withdrawal Date	No	End date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.		
Title IV Fund Code Ind.	Yes	Identifies which types of Title IV awards that you want to include in the report.	1	Title IV awards with neither CWS nor GTIV awards
			2	Title IV and CWS awards, but not GTIV awards
			3	All Title IV awards
			4	All financial aid awards
Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	CI	Withdrawal code and ID
			CN	Withdrawal code and name
			DI	Withdrawal date and ID
			DN	Withdrawal date and name
			I	ID
			N	Name
Withdrawal Status Code	No	Withdrawal status code.	Student Withdrawal Status Code Validation Form (STVWDRL)	

Parameters *(cont.)*

Name	Required?	Description	Values
Calculation Status	Yes	Indicates whether you want to view information for all students or only those who have already had a Title IV repayment calculation performed.	A All students S Students that have not yet been processed U Students that have not yet been processed and have withdrawn before 60% of the term has elapsed
Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Report Sample—Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR) — *see also the following pages*

```
13-JUN-2000 12:16:15                          BANNER HP5 UNIVERSITY                              PAGE 1
0001                           RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT        RPRTIVR

ID         NAME                               TERM CODE EFFECTIVE DATE CODE DESCRIPTION

400000001  Abruskie,Steven R                    200110   01-OCT-2000   04  Official Withdrawal
    FUND            OFFERED            ACCEPTED          DECL/CANC          MEMO'D         AUTHORIZED              PAID
    PELL            475.00              475.00               0.00            0.00               0.00            475.00
    SEOG          1,000.00            1,000.00               0.00            0.00               0.00          1,000.00
    PERK          1,250.00            1,250.00               0.00            0.00               0.00          1,250.00
    STFD          1,312.50            1,312.50               0.00            0.00               0.00          1,312.50
    UNSTFD        2,000.00            2,000.00               0.00            0.00               0.00          2,000.00

400000002  Aladdan,Tariq K                      200110   08-NOV-2000   04  Official Withdrawal
    FUND            OFFERED            ACCEPTED          DECL/CANC          MEMO'D         AUTHORIZED              PAID
    PELL            525.00              525.00               0.00            0.00               0.00            525.00
    SEOG            750.00              750.00               0.00            0.00               0.00            750.00
    UNSTFD        1,200.00            1,200.00               0.00            0.00               0.00          1,200.00
    STFD          1,312.50            1,312.50               0.00            0.00               0.00          1,312.50

400000003  Aloof,Florence                       200110   01-SEP-2000   05  Unofficial WD, Inst records
    FUND            OFFERED            ACCEPTED          DECL/CANC          MEMO'D         AUTHORIZED              PAID
    UNSTFD            0.00                0.00               0.00            0.00               0.00              0.00
    STFD              0.00                0.00               0.00            0.00               0.00          1,312.50
    PELL             49.63               49.63               0.00            0.00               0.00             49.63

400000004  Amass,Donita L                       200110   25-SEP-2000   07  Unofficial WD, Discretionary
    FUND            OFFERED            ACCEPTED          DECL/CANC          MEMO'D         AUTHORIZED              PAID
    PELL              0.00                0.00               0.00            0.00               0.00              0.00
    PERK              0.00                0.00               0.00            0.00               0.00              0.00
    STFD              0.00                0.00               0.00            0.00               0.00              0.00
```

```
      SEOG                1,571.70        1,571.70            0.00            0.00            0.00            1,571.70

   400000005  BadlyWasBad,Cheryl S               200110    10-SEP-2000   04  Official Withdrawal
      FUND               OFFERED         ACCEPTED        DECL/CANC          MEMO'D      AUTHORIZED                PAID
      STFD                1,312.50        1,312.50            0.00            0.00            0.00            1,312.50

   400000006  Barffo,Cori D                      200110    22-NOV-2000   05  Unofficial WD, Inst records
      FUND               OFFERED         ACCEPTED        DECL/CANC          MEMO'D      AUTHORIZED                PAID
      SEOG                 750.00          750.00            0.00            0.00            0.00              750.00
      PELL                 925.00          925.00            0.00            0.00            0.00              925.00

   400000007  Beers,Lisa M                       200110    18-OCT-2000   04  Official Withdrawal
      FUND               OFFERED         ACCEPTED        DECL/CANC          MEMO'D      AUTHORIZED                PAID
      STFD                1,312.50        1,312.50            0.00            0.00            0.00            1,312.50
      PLUS                2,500.00        2,500.00            0.00            0.00            0.00            2,500.00

   400000008  Bito,Beth-Ann                      200110    08-OCT-2000   04  Official Withdrawal
      FUND               OFFERED         ACCEPTED        DECL/CANC          MEMO'D      AUTHORIZED                PAID
      STFD                 247.00          247.00            0.00            0.00            0.00              247.00
      PERK                1,000.00        1,000.00            0.00            0.00            0.00            1,000.00
      UNSTFD              3,000.00        3,000.00            0.00            0.00            0.00            3,000.00

   400000009  Boring,Carla S                     200110    10-OCT-2000   04  Official Withdrawal
```

```
13-JUN-2000 12:16:15                       BANNER HP5 UNIVERSITY                          PAGE 2
0001                       RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT      RPRTIVR

ID          NAME                                TERM CODE EFFECTIVE DATE CODE DESCRIPTION
    FUND              OFFERED          ACCEPTED         DECL/CANC         MEMO'D         AUTHORIZED             PAID
    STFD            1,312.50          1,312.50              0.00           0.00               0.00         1,312.50
    PERK            2,000.00          2,000.00              0.00           0.00               0.00         2,000.00
    UNSTFD          3,000.00          3,000.00              0.00           0.00               0.00         3,000.00

400000010   Brazen,Celeste N                    200110      26-SEP-2000   04  Official Withdrawal
    FUND              OFFERED          ACCEPTED         DECL/CANC         MEMO'D         AUTHORIZED             PAID
    SEOG            1,400.00          1,400.00              0.00           0.00               0.00         1,400.00
    PELL            1,650.00          1,650.00              0.00           0.00               0.00         1,650.00

400000011   Brokenleg,Ihave A                   200110      27-SEP-2000   04  Official Withdrawal
    FUND              OFFERED          ACCEPTED         DECL/CANC         MEMO'D         AUTHORIZED             PAID
    PELL            1,275.00          1,275.00              0.00           0.00               0.00         1,275.00
    STFD            1,312.50          1,312.50              0.00           0.00               0.00             0.00
    UNSTFD          1,500.00          1,500.00              0.00           0.00               0.00             0.00
    SEOG            2,000.00          2,000.00              0.00           0.00               0.00         2,000.00

400000012   Brooksbrothers,Stars R              200110      24-OCT-2000   06  Unofficial WD, Period midpoint
    FUND              OFFERED          ACCEPTED         DECL/CANC         MEMO'D         AUTHORIZED             PAID
    STFD              950.00            950.00              0.00           0.00               0.00             0.00
    PELL            1,650.00          1,650.00              0.00           0.00               0.00         1,650.00
    SEOG            2,000.00          2,000.00              0.00           0.00               0.00         2,000.00
    PERK            2,000.00          2,000.00              0.00           0.00               0.00             0.00

400000013   Buddy,Bemy                          200110      25-OCT-2000   04  Official Withdrawal
    FUND              OFFERED          ACCEPTED         DECL/CANC         MEMO'D         AUTHORIZED             PAID
    STFD              750.00            750.00              0.00           0.00               0.00             0.00
```

```
    PELL            1,650.00        1,650.00           0.00              0.00              0.00         1,650.00
    SEOG            2,000.00        2,000.00           0.00              0.00              0.00         2,000.00
    PERK            2,000.00        2,000.00           0.00              0.00              0.00             0.00

400000014  Burito,Ilike A                   200110     03-OCT-2000   04  Official Withdrawal
    FUND            OFFERED         ACCEPTED        DECL/CANC         MEMO'D         AUTHORIZED           PAID
    PELL            1,175.00        1,175.00           0.00              0.00              0.00         1,175.00
    STFD            1,312.50        1,312.50           0.00              0.00              0.00             0.00
    SEOG            1,500.00        1,500.00           0.00              0.00              0.00         1,500.00
    UNSTFD          1,900.00        1,900.00           0.00              0.00              0.00             0.00
    PERK            2,000.00        2,000.00           0.00              0.00              0.00             0.00

400000015  Butane,Angelica N                200110     10-SEP-2000   04  Official Withdrawal
    FUND            OFFERED         ACCEPTED        DECL/CANC         MEMO'D         AUTHORIZED           PAID
    PELL            1,650.00        1,650.00           0.00              0.00              0.00         1,650.00
    SEOG            2,000.00        2,000.00           0.00              0.00              0.00         2,000.00
    PERK            2,000.00        2,000.00           0.00              0.00              0.00             0.00

400000016  Catcall,Amy M                    200110     12-OCT-2000   04  Official Withdrawal
    FUND            OFFERED         ACCEPTED        DECL/CANC         MEMO'D         AUTHORIZED           PAID
    STFD              879.50          879.50           0.00              0.00              0.00             0.00
    PELL            1,275.00        1,275.00           0.00              0.00              0.00             0.00
    SEOG            2,000.00        2,000.00           0.00              0.00              0.00             0.00

400000017  Catwalk,Upona                    200110     24-SEP-2000   04  Official Withdrawal
    FUND            OFFERED         ACCEPTED        DECL/CANC         MEMO'D         AUTHORIZED           PAID
    STFD              750.00          750.00           0.00              0.00              0.00             0.00
    PELL            1,525.00        1,525.00           0.00              0.00              0.00             0.00
```

```
13-JUN-2000 12:16:15                          BANNER HP5 UNIVERSITY                                PAGE 3
0001                         RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT              RPRTIVR

ID          NAME                             TERM CODE EFFECTIVE DATE CODE DESCRIPTION
Continued...
400000017  Catwalk,Upona                       200110    24-SEP-2000  04  Official Withdrawal
   FUND              OFFERED            ACCEPTED        DECL/CANC          MEMO'D        AUTHORIZED              PAID
   SEOG            2,000.00            2,000.00            0.00             0.00              0.00              0.00

400000018  Camper,Amys A                       200110    30-OCT-2000  04  Official Withdrawal
   FUND              OFFERED            ACCEPTED        DECL/CANC          MEMO'D        AUTHORIZED              PAID
   SEOG              650.00              650.00            0.00             0.00              0.00            650.00
   STFD            1,312.50            1,312.50            0.00             0.00              0.00          1,260.00
   UNSTFD          2,000.00            2,000.00            0.00             0.00              0.00            365.02

400000019  Campobella,Joann C                  200110    01-OCT-2000  04  Official Withdrawal
   FUND              OFFERED            ACCEPTED        DECL/CANC          MEMO'D        AUTHORIZED              PAID
   PELL              975.00              975.00            0.00             0.00              0.00              0.00
   UNSTFD          1,150.00            1,150.00            0.00             0.00              0.00              0.00
   STFD            1,312.50            1,312.50            0.00             0.00              0.00              0.00
   SEOG            2,000.00            2,000.00            0.00             0.00              0.00              0.00

400000020  Castoff,Heez A                      200110    01-NOV-2000  04  Official Withdrawal
   FUND              OFFERED            ACCEPTED        DECL/CANC          MEMO'D        AUTHORIZED              PAID
   PERK                0.00                0.00            0.00             0.00              0.00              0.00
   STFD            1,312.50            1,312.50            0.00             0.00              0.00          1,260.00
   UNSTFD          2,000.00            2,000.00            0.00             0.00              0.00            750.57
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13-JUN-2000 12:16:15                     BANNER HP5 UNIVERSITY                              PAGE 4
0001                      RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT       RPRTIVR


                                   * * * REPORT CONTROL INFORMATION * * *

     Report Name:........................: RPRTIVR
     Current Release:....................: 4.6
     Aid Year:...........................: 0001
     Term Code:..........................: 200110
     Beginning Withdrawal Date:..........:
     Ending Withdrawal Date:.............:
     Title IV Fund Code Ind:.............: 1
     Sort Sequence Ind:..................: I
     Withdrawal Status Code:.............:
     Calculation Status:.................: A
     Application ID:.....................: FINAID
     Selection ID:.......................: T401T020
     Creator ID:.........................: SYSTEST1
     User ID:............................: SYSTEST1
     Student Withdrawal Count:...........: 20
     Number of lines per page:...........: 55
```

Return of Title IV Funds Calculation Process (RPRTIVC)

Description   Use this report to calculate Title IV repayments for students who have withdrawn from the term. If you run the process in *Audit* mode, SCT Banner will perform the calculations and print the report. Calculations will not be saved. If you run the process in *Calc and Save* mode, then SCT Banner will perform the calculation, print the report, and save the results.

Tip: You can print a simulation calculation for a student by running the process in *Audit* mode with a single student in the population selection.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Refer to Chapter 7, *Reference Information,* for a list of Title IV funds that are eligible for repayment in the event that a student withdraws from the term.

Parameters

Name	Required?	Description	Values
Term Code	Yes	Term code for which you want to calculate Title IV repayment information.	Financial Aid Term Code Inquiry Form (ROITERM)
Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must either run it from the Return of Title IV Funds Calculation Form (RPATIVC), or use population selection to indicate a single student.	B Calculation will be performed in batch
Applicant ID	N/A	Used by SCT Banner when you enter a single student on the Return of Title IV Funds Calculation Form (RPATIVC). You cannot enter a value for this parameter.	
Sort Sequence Indicator	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Mode	Yes	Indicates the mode in which you want to run the report.	A *Simulation mode*–Calculates and prints a report
				U *Calculate and Save mode*–Calculates and prints, and saves the calculation record.
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Report Sample—Return of Title IV Funds Calculation Process (RPRTIVC) — *see also the following pages*

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07-JUN-2000 15:02:24                          BANNER HP5 UNIVERSITY                          PAGE    1
CALC & SAVE MODE                    RETURN OF TITLE IV FUNDS CALCULATION PROCESS              RPRTIVC


AID YEAR:    0001        ID: 400000005    Cheryl S BadlyWasBad
SEQUENCE NO: FA: 7   STU: 3
TERM:        200110   WD CODE: 04 Official Withdrawal              DATE: 10-SEP-2000


TITLE IV |        ELIG                   NOT  |   INST REQ  |   INST OPT  |  STUDENTS  |  POST-WD  |   REVISED  |
FUND     |        DISB        DISB       DISB |    RETURN   |    RETURN   |   RETURN   |   DISB    |    AWARD   |
         |                                    |             |             |            |           |            |
STFD     |     1,312.50    1,312.50     0.00  |   1,081.00  |    101.00   |   101.00   |   0.00    |   129.94   |
         |                                    |             |             |            |           |            |
   TOTAL |     1,312.50    1,312.50     0.00  |   1,081.00  |    101.00   |   101.00   |   0.00    |   129.94   |


ENROLLMENT PERIOD START DATE:    01-SEP-2000    REMAINING AID TO BE DISB TO STUDENT:       0.00
ENROLLMENT PERIOD END DATE:      15-DEC-2000    TOTAL TITLE IV AID TO BE RETURNED:     1,183.00
DAYS IN ENROLLMENT PERIOD:               101    INSTITUTION'S REQUIRED SHARE:          1,081.00
DAYS ATTENDED:                            10    STUDENT'S SHARE:                         101.00

TITLE IV EARNED:           9.9%      129.94
TITLE IV UNEARNED:        90.1%    1,182.56
TOTAL INSTITUTIONAL CHARGES:      1,200.00
```

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07-JUN-2000 15:02:24                    BANNER HP5 UNIVERSITY                    PAGE    1
CALC & SAVE MODE                RETURN OF TITLE IV FUNDS CALCULATION PROCESS     RPRTIVC

                              * * * REPORT CONTROL INFORMATION * * *

    REPORT NAME:........................: RPRTIVC
    VERSION:............................: 4.6
    TERM CODE:..........................: 200110
    PROCESS INDICATOR:..................: B
    APPLICANT ID:.......................:
    SORT SEQUENCE INDICATOR:............: I
    SIMULATION OR CALC & SAVE MODE:.....: U
    APPLICATION ID:.....................: FINAID
    SELECTION ID:.......................: BLANK
    CREATOR ID:.........................: SYSTEST1
    USER ID:............................: SYSTEST1
    STUDENT COUNT:......................: 1
    NUMBER OF LINES PER PAGE:...........: 55
```

Return of Title IV Funds Withdrawal Calculation Report(RPRTIVI)

Description Use this report to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC). You can print information for a single student, a particular group of students, or all students falling within a date range that you specify.

You can print information for all terms, a single term, or for some period within a term.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Parameters

Name	Required?	Description	Values
Term Code	Yes	Term code for which you want to print withdrawal information.	Financial Aid Term Code Inquiry Form (ROITERM)
Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must specify a single student in your population selection.	B Batch
Applicant ID	N/A	Used by SCT Banner when you enter a single student on the Return of Title IV Funds Calculation Form (RPATIVC). You cannot enter a value for this parameter.	

Parameters *(cont.)*

Name	Required?	Description	Values
Beginning Withdrawal Date	No	Start date of the period within the term for which you want to print withdrawal information.	
Ending Withdrawal Date	No	End date of the period within the term for which you want to print withdrawal information.	
Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
Page Break Between Students	Yes	Indicates whether you want to print each student's information on a separate page.	Y Print each student on a separate page N Print multiple students on a page
Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Mode	Yes	Indicates that the report will be run in *Report* mode. **Note**: You can only run this report in *Report* mode.	R Report mode

Report Sample—Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI) — *see also the following pages*

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07-JUN-2000 07:16:22                      BANNER HP5 UNIVERSITY                              PAGE    1
REPORT MODE                     RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT       RPRTIVI


 AID YEAR:    0001         ID: 400000001     Steven R Abruskie
 SEQ.  NO: FA 5    STU 2
 TERM:       200110    WD CODE: 04 Official Withdrawal              DATE: 01-OCT-2000


 TITLE IV |        ELIG              NOT  |   INST REQ |   INST OPT |   STUDENTS |   POST-WD  |    REVISED |
 FUND     |        DISB      DISB    DISB |    RETURN  |    RETURN  |    RETURN  |     DISB   |     AWARD  |
          |                              |            |            |            |            |            |
 PELL     |       475.00    475.00   0.00 |      0.00 |      0.00 |      0.00 |      0.00 |    475.00 |
 SEOG     |     1,000.00  1,000.00   0.00 |      0.00 |      0.00 |      0.00 |      0.00 |  1,000.00 |
 STFD     |     1,312.50  1,312.50   0.00 |  1,312.50 |      0.00 |      0.00 |      0.00 |      0.00 |
 UNSTFD   |     2,000.00  2,000.00   0.00 |  2,000.00 |      0.00 |      0.00 |      0.00 |      0.00 |
 PERK     |     1,250.00  1,250.00   0.00 |    871.49 |      0.00 |      0.00 |      0.00 |    378.51 |
          |                              |            |            |            |            |            |
   TOTAL  |     6,037.50  6,037.50   0.00 |  4,183.99 |      0.00 |      0.00 |      0.00 |  1,853.51 |


 ENROLLMENT PERIOD START DATE:     01-SEP-2000    REMAINING AID TO BE DISB TO STUDENT:        0.00
 ENROLLMENT PERIOD END DATE:       15-DEC-2000    TOTAL TITLE IV AID TO BE RETURNED:      4,183.99
 DAYS IN ENROLLMENT PERIOD:                101    INSTITUTION'S REQUIRED SHARE:           4,183.99
 DAYS ATTENDED:                             31    STUDENT'S SHARE:                            0.00

 TITLE IV EARNED:        30.7%     1,853.51
 TITLE IV UNEARNED:      69.3%     4,183.99
 TOTAL INSTITUTIONAL CHARGES:      9,250.00
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07-JUN-2000 07:16:22                     BANNER HP5 UNIVERSITY                          PAGE    2
REPORT MODE                   RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT    RPRTIVI


 AID YEAR:    0001        ID: 400000002    Tariq K Aladdan
 SEQ.  NO: FA 7    STU 1
 TERM:       200110    WD CODE: 04 Official Withdrawal            DATE: 08-NOV-2000


 TITLE IV |       ELIG             NOT  |  INST REQ  |  INST OPT  |  STUDENTS  |  POST-WD  |    REVISED  |
 FUND     |       DISB     DISB    DISB |   RETURN   |   RETURN   |   RETURN   |    DISB   |     AWARD   |
          |                             |            |            |            |           |             |
 PELL     |     525.00    525.00   0.00 |     0.00   |     0.00   |     0.00   |     0.00  |     525.00  |
 SEOG     |     750.00    750.00   0.00 |     0.00   |     0.00   |     0.00   |     0.00  |     750.00  |
 STFD     |   1,312.50  1,312.50   0.00 |     0.00   |     0.00   |     0.00   |     0.00  |   1,312.50  |
 UNSTFD   |   2,000.00  2,000.00   0.00 |   800.00   |     0.00   |   1,035.00 |     0.00  |   1,200.00  |
          |                             |            |            |            |           |             |
    TOTAL |   4,587.50  4,587.50   0.00 |   800.00   |     0.00   |   1,035.00 |     0.00  |   3,787.50  |


 ENROLLMENT PERIOD START DATE:    12-SEP-2000   REMAINING AID TO BE DISB TO STUDENT:       0.00
 ENROLLMENT PERIOD END DATE:      15-DEC-2000   TOTAL TITLE IV AID TO BE RETURNED:     1,835.00
 DAYS IN ENROLLMENT PERIOD:                90   INSTITUTION'S REQUIRED SHARE:            800.00
 DAYS ATTENDED:                            54   STUDENT'S SHARE:                       1,035.00

 TITLE IV EARNED:         60.0%     2,752.50
 TITLE IV UNEARNED:       40.0%     1,835.00
 TOTAL INSTITUTIONAL CHARGES:       2,000.00
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Chapter 6   Technical Information

This chapter contains a list of the tables that support Title IV and authorization processing at your institution.

Tables

The following tables are used exclusively to support your work with Title IV:

SORTBRK

SFRWDRL

SFRVACA

STVWDRL

RPRTIIV

TVRAUTH

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Chapter 7   Reference Information

This chapter contains information about Title IV funds that are eligible for the Return of Title IV Funds calculation, the order in which the funds are identified, and returned, and the order in which they appear on the form.

Loans

Unsubsidized Federal Stafford Loans

- loan amounts are repaid by the student to the lender in accordance with the terms of the promissory note.
- the amount calculated to be repaid by the student to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- the amount calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Subsidized Federal Stafford Loans

- loan amounts are repaid by the student to the lender in accordance with the terms of the promissory note.
- the amount that is calculated to be repaid by the student to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- the amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Unsubsidized Federal Direct Stafford Loans

- loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.
- the amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- the amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Subsidized Federal Direct Stafford Loans

- loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.

- the amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.

- the amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Federal Perkins Loans

- loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.

- the amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.

- the amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Federal PLUS Loans

- loan amounts are returned by the student (parent) to the lender in accordance with the terms of the promissory note.

- the amount that is calculated to be returned by the student (parent) to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.

- the amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Federal Direct PLUS Loans

- loan amounts are repaid by the student (parent) in accordance with the terms of the promissory note.

- the amount that is calculated to be repaid by the student (parent) to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.

- the amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

Grants

Federal PELL Grant

- The student's responsibility for the Return of Title IV Federal Grants is limited to 50% of the total Federal Grants above institutional charges.
- the institution's liability for return is not limited to the 50% rule.

Federal SEOG

- The student's responsibility for the Return of Title IV Federal Grants is limited to 50% of the total Federal Grants above institutional charges.
- the institution's return is not limited to the 50% rule.
- The regulations exclude from the calculation the non-Federal share of FSEOG awards when the institution meets its FSEOG matching share by either the individual receipt method or the aggregate method. Your school must adjust calculations manually to account for this situation. This exception processing will be added to both the process and the form.

Other Title IV Assistance

Leveraging Education Assistance Partnership (LEAP) Program

- if a state agency specifically identifies a student's State grant as LEAP funds, the state grant funds must be considered Title IV HEA grant funds for the purposes of the return of Title IV funds calculation.
- if an institution does not know whether a particular student's state grant contains LEAP funds, the grant would not have to be included in the calculation.
- The student's responsibility for the Return of Title IV Federal Grants is limited to 50% of the total Federal Grants above institutional charges
- the institution's return is not limited to the 50% rule.

Title IV Funds Eligible for Post-Withdrawal Disbursement Order

The order in which the funds appear on the form when remaining aid to be disbursed to the student is as follows.

- Federal Pell Grant
- Federal SEOG
- Other Title IV grants
- Subsidized Federal Direct Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal Perkins Loan
- Federal Direct PLUS Loan
- Federal PLUS Loan

Amount to Return

Disbursed Title IV aid less earned Title IV aid.

Authorizations

Permission given by the student to:

1. Apply Title IV Aid to non-institutional charges

2. Apply Title IV aid to prior year balances

3. Hold credit balances due to Title IV aid

Break Period

A period of consecutive days during which no academic activity occurs, may include weekends, holidays, vacations.

Could have been disbursed

The amount of Title IV aid which the student was eligible to receive under cash management and program rules at the time he or she withdrew which had not been disbursed.

Disbursed Title IV

The amount of Title IV aid credited to the student account to pay assessments and/or provided as cash to the student after institutional charges were fully covered.

Earned Title IV Aid

(Title IV Aid Disbursed + Could Have Been Disbursed)*Percent Completed.

Enrollment Period

The period of time (measured in days for credit hour programs and hours for clock hour programs) for which students who complete an academic program are enrolled. Excludes break periods of five or more consecutive days.

Institutional Charges

Assessments which are made to students as a requirement for attendance in an academic program, i.e. tuition, fees, room, board.

Institutional Return

Lesser of either the amount to return or the uncoverable charge amount.

Other Institutional Costs

Additional amounts not billed through Accounts Receivable which are considered as required for attendance, i.e. required lab equipment which all students must purchase off campus.

Percent completed

Period of Attendance / Enrollment Period as a percentage rounded to 1 decimal. Default to 100% if > 60% (without rounding).

Percent Unearned

Inverse of Percent Completed.

Period of attendance

The period of time a student actually attends prior to withdrawal, excluding approved leave of absence and break periods of five or more consecutive days.

Post-Withdrawal Disbursements

Disbursement of additional aid amounts which were earned by the student prior to withdrawal but had not been disbursed when the earned amount is greater than the disbursed amount.

Note that the order for return of Title IV funds and for post-withdrawal disbursement are different. Both are specified by the regulations.

Return of Funds

Grant dollars are returned to the appropriate grant fund.

Loan dollars are returned to the lender.

Student Repayment

Difference between the total amount to be returned and the amount to be returned to the institution.

Loan funds must be repaid according to the promissory note. For grant funds, only 50% needs to be repaid.

Note: The institution may elect to repay funds on the student's behalf.

Uncoverable Charges

Percent unearned multiplied by total cost:

(100 – Percent Completed)/100 * (Institutional Charges + Other Costs).

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    Handbook
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