

MBUG 2013

Session Title: The Return of Title IV Funds

Presented By: Sandra Spraglin

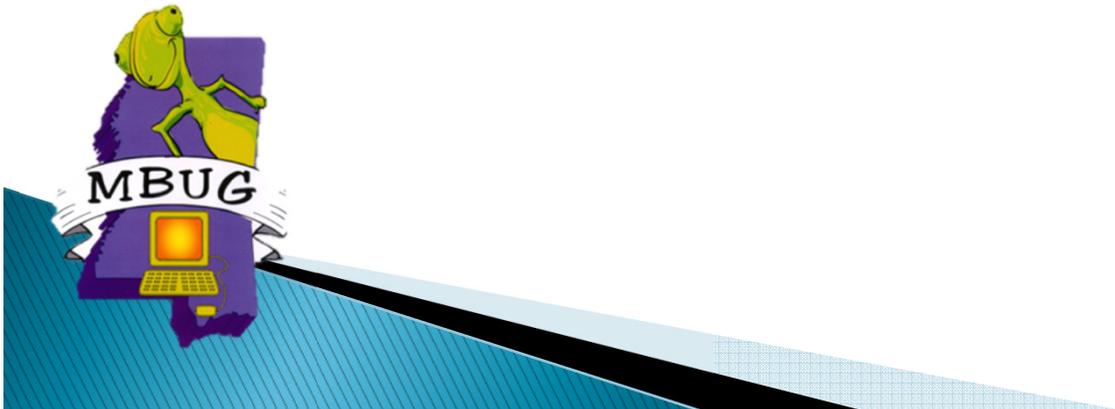
Institution: Ellucian

September 17, 2013



Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session



Introduction

- ▶ Sandra Spraglin
- ▶ Ellucian
- ▶ Financial Aid Principal Functional Consultant
- ▶ 34 years in Financial Aid Higher Education
- ▶ 10 years with Ellucian
- ▶ Sandra.Spraglin@ellucian.com



Agenda

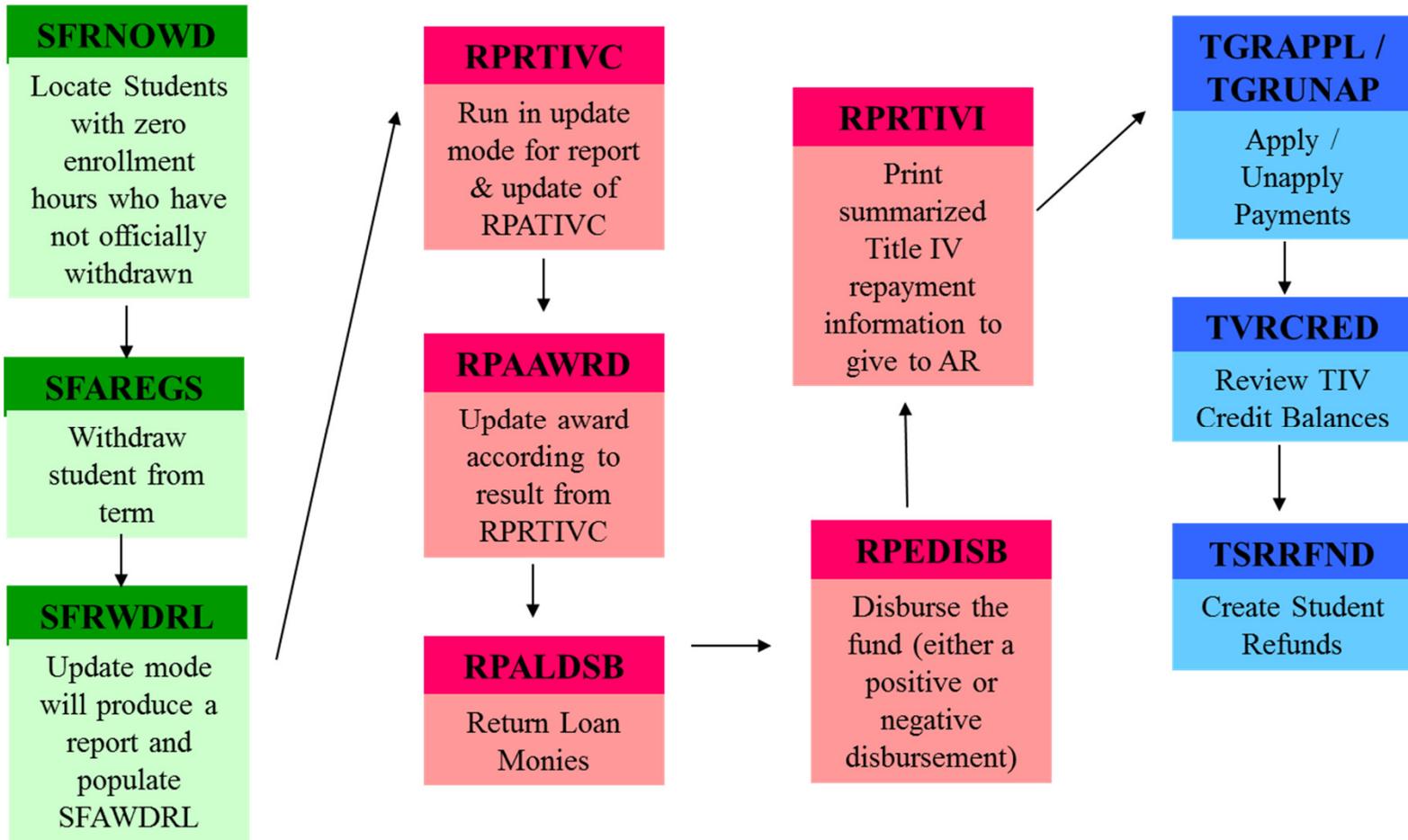
- ▶ Return to Title IV
 - Overview
 - Setup
 - Day-to-day



R2T4 Overview



R2T4 - Overview



Overview

- ▶ The return of funds processing order is:
 - Unsubsidized Direct Loans
 - Subsidized Federal Direct Loans
 - Federal Perkins Loan
 - Federal Direct Parent PLUS or Graduate/Professional PLUS Loans
 - Federal Pell Grant
 - Federal National SMART Grant
 - Federal SEOG



Definitions

▶ Return of Funds

- Grant dollars are returned to the appropriate grant fund.
- Loan dollars are returned to the COD.

▶ Student Repayment

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

▶ 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.



Overview

▶ Institutional Charges

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

▶ Grants

- The student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.
- The institution's liability for return is not limited to the 50% rule.



Overview

- ▶ Earned Title IV Aid

- $(\text{Title IV Aid Disbursed} + \text{Could Have Been Disbursed}) * \text{Percent Completed}$.
- User may need to revise award amount (could have been disbursed) if awards are packaged at full time and disbursement is prorated based on adjusted enrollment



- ▶ Setup, End User Forms, Process & Reports



R2T4 – Student Accounts Receivable

- ▶ TSADETC – Detail Code Control Form
 - Define TIV detail codes
 - Mark appropriate detail charge codes as original
 - Mark appropriate detail payment codes as Title IV



TSADETC

Oracle Fusion Middleware Forms Services: Open > TSADETC

File Edit Options Block Item Record Query Tools Help

ORACLE

Detail Code Control Form - Student TSADETC 8.4.3 (C800)

Detail Code: PELL Federal Pell Grant	Refund Code:	<input type="checkbox"/> Term Based	Pay Type: N	Defaults Amount: <input type="text"/> Term: <input type="text"/> Effective Date: <input type="text"/>
Type: P	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Aid Year Based	Tax Type: <input type="text"/>	
Category: FA	<input checked="" type="checkbox"/> Refundable	<input type="checkbox"/> Like Term	<input checked="" type="checkbox"/> Title IV	
Grant Type:	<input type="checkbox"/> Receipt	<input type="checkbox"/> Like Aid Year	<input type="checkbox"/> Institutional Charges	
Priority: 000	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Like Period	<input type="checkbox"/> Exclude Invoice Print	
		<input type="checkbox"/> GL Enterable	<input type="checkbox"/> Payment History	

Detail Code:	Refund Code:	<input type="checkbox"/> Term Based	Pay Type:	Defaults Amount: <input type="text"/> Term: <input type="text"/> Effective Date: <input type="text"/>
Type:	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Aid Year Based	Tax Type: <input type="text"/>	
Category:	<input type="checkbox"/> Refundable	<input type="checkbox"/> Like Term	<input type="checkbox"/> Title IV	
Grant Type:	<input type="checkbox"/> Receipt	<input type="checkbox"/> Like Aid Year	<input type="checkbox"/> Institutional Charges	
Priority:	<input type="checkbox"/> Active	<input type="checkbox"/> Like Period	<input type="checkbox"/> Exclude Invoice Print	
		<input type="checkbox"/> GL Enterable	<input type="checkbox"/> Payment History	

Detail Code:	Refund Code:	<input type="checkbox"/> Term Based	Pay Type:	Defaults Amount: <input type="text"/> Term: <input type="text"/> Effective Date: <input type="text"/>
Type:	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Aid Year Based	Tax Type: <input type="text"/>	
Category:	<input type="checkbox"/> Refundable	<input type="checkbox"/> Like Term	<input type="checkbox"/> Title IV	
Grant Type:	<input type="checkbox"/> Receipt	<input type="checkbox"/> Like Aid Year	<input type="checkbox"/> Institutional Charges	
Priority:	<input type="checkbox"/> Active	<input type="checkbox"/> Like Period	<input type="checkbox"/> Exclude Invoice Print	
		<input type="checkbox"/> GL Enterable	<input type="checkbox"/> Payment History	

Detail charge/payment code.

Record: 1/1 | ... | <OSC>

R2T4 Setup – Student

- ▶ SOATERM – Term Control
 - Define the original cutoff date for registration
- ▶ SLATERM – Housing Term Control
 - Define the original cutoff date for housing



R2T4 Setup – Student

- ▶ An original charge is determined by one of the following:
 - Effective date of the assessed charge is less than or equal to the original charge cutoff date entered on the SLATERM or SOATERM depending on the type of charge or
 - 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.



SOATERM

Oracle Fusion Middleware Forms Services: Open > SOATERM

File Edit Options Block Item Record Query Tools Help

ORACLE

Term Control SOATERM 8.5 (C800)

Term: 201410 Fall 2013

Schedule
CRN Starting Sequence Number: 10188

Registration

In Progress
 Permit
 Calculate Time Status
 Include Attempted Hours
 Future Terms for Repeats
 Study Path Required

Hold Password: OVR
Re-Admit: 201310

Set Registration Error Checking

Registration Fee Assessment

On-line Assessment
 Track by CRN
 Refund by Total
 Allow Swapping
 Section Fees by Study Path

Reverse Non Tuition/Fee Charges
Effective Date:
Original Charge Cutoff Date: 28-AUG-2013

Gradebook Parameters

Process Gradebook Controls

Title IV Date Source

Term Date
 Part-of-Term Dates

Web Self-Service, Voice Response and Partner Systems

Fee Assessment

On-line Assessment
 Batch Only
 Batch Update
 Not Available

Control Settings

Print Bill
 Master Web Term Control

Process Web Controls

Course reference number; enter starting one-up sequence number. Do not lower number.
Record: 1/1 | ... | <OSC>

SLATERM

Oracle Fusion Middleware Forms Services: Open > SLATERM

File Edit Options Block Item Record Query Tools Help

ORACLE

Housing Term Control SLATERM 8.0 (C800)

Term: 201410 Fall 2013

Housing Term Control

Permit On-Line Assignments

Allow On-Line Fee Assessment

Fee Assessment Effective Date: 

Original Charge Cutoff Date: 01-SEP-2013 

Roommate Sequence Number:

Check to Allow Assignments.

Record: 1/1 | ... | <OSC>

R2T4 Setup – Student

- ▶ SOATBRK – Student Term Break
 - Define period of time (5 or more days) during a term when students do not attend class
- ▶ STVWDRL – Withdrawal Code Validation
 - Define withdrawal status codes
 - TIV Update
 - Midpoint Indicator



R2T4 Setup – Student

- ▶ STVESTS – Enrollment Status Validation
 - Optionally connect enrollment status codes that indicate a withdraw to a withdrawal code (created on STVWDRL)
 - If a connection is created, the student will automatically receive the corresponding withdrawal status when their WD record is created.
 - Check the ‘Withdrawal Indicator’ for enrollment status that define a withdrawn status



STVESTS

Oracle Fusion Middleware Forms Services: Open > STVESTS

File Edit Options Block Item Record Query Tools Help

Enrollment Status Code Validation STVESTS 8.0 (C800)

Code	Description	Withdrawal Code	Withdrawal Indicator	Third Party Withdrawal Indicator	Affect Course	Prevent Registration	Affect Headcount	System Required	Activity Date
10	Registration Available		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07-JUN-2010
11	Unofficial Withdrawal		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14-OCT-2010
20	Withdrawal	WD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23-DEC-2010
30	Permanent Withdraw	WD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16-JUN-2010
AW	Administratively Withdrawn	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16-JUN-2010
AX	Admissions Decision Correction		<input type="checkbox"/>	15-FEB-2011					
CP	Change program		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10-JUN-2013
CW	Withdrawn prior to 3rd week	WD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16-JUN-2010
DC	drop courses		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18-FEB-2010
E2	Study path 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-JUL-2011
EL	Eligible to Enroll		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04-SEP-2012
EN	Enroled		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	03-JUL-2011
FR	fee refund test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27-JUL-2011
NS	No Show		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17-MAY-2009
PB	Pre-Billing		<input type="checkbox"/>	24-JUN-2011					
R1	refund/am		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25-JUL-2013
RS	Reinstated		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
SD	Dropped for NonPayment of Fees	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17-SEP-2009
TF	Test Fail	NS	<input type="checkbox"/>	11-JAN-2012					
W1	Withdrawn-P/F	WD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23-DEC-2010				
WA	Robs Test W/D and Grade		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07-JAN-2010

Enrollment status code.
Record: 1/?

R2T4 Setup – Financial Aid

- ▶ ROAUSIO – Institutional Options
 - Determine your default R2T4 policies
 - return the student's portion of TIV awards or if the student will return the funds
 - choose if you will round funds (all except loans)
 - Optionally change default per campus



ROAUSIO

Oracle Fusion Middleware Forms Services: Open > ROAUSIO

File Edit Options Block Item Record Query Tools Help

ORACLE

U.S. Specific Institution Financial Aid Options ROAUSIO 8.12.0.1 (C800)

Aid Year: 1314 Fall 2013 - Summer 2014

Institutional Defaults Grant and EDE Options Loan Options Campus Defaults

Main Campus Entity ID:

Attending ID: 70488331

Reporting ID: 70488331

Source ID: 70488331

Pell ID: 123456

Pell Fund Code: PELL

Federal School Code: 123456

OPEID: 123456

OPEID Branch: 00

Title IV Destination Number:

Service Agent Code:

Non-Custodial Parent Contribution Option:

Return of Title IV Funds

Return Indicator

Rounding Indicator

Application Source Codes

College Scholarship Service ID

5024

Main Campus Entity ID

Record: 1/1 <OSC>

R2T4 End User Forms

- ▶ SFAREGS – Student Course Registration
 - Update the enrollment status when a student withdraws
- ▶ SFAWDRL – Student Withdrawal
 - Create, update and review the withdrawal status of a student
- ▶ SFIWDRL – Student Withdrawal Query Form
 - Displays student withdrawal data



SFAWDRL

Oracle Fusion Middleware Forms Services: Open > SFAWDRL

File Edit Options Block Item Record Query Tools Help

ORACLE

Student Withdrawal SFAWDRL 8.5.1 (C800)

ID: A00012792 Student, Ellucian Term: 201420

Withdrawal Status

Sequence Number:	<input type="text"/>	User:	<input type="text"/>	Activity Date:	<input type="text"/>
Current Enrollment Status:	<input type="text"/>	Enrollment Status Date:	<input type="text"/>	<input type="checkbox"/> Processed Indicator	
Withdrawal Code:	<input type="text"/> ▼	Effective Withdrawal Date:	<input type="text"/> 📅	<input type="checkbox"/> Title IV Record Indicator	
Enrollment Start Date:	<input type="text"/> 📅	Enrollment End Date:	<input type="text"/> 📅		
Enrollment Break Days:	<input type="text"/>	Days In Period:	<input type="text"/>		
Attendance Break Days:	<input type="text"/>	Days Attended:	<input type="text"/>	Percent Attended:	<input type="text"/>
Original Charges:	<input type="text"/>	Other Costs:	<input type="text"/>		
Comment:	<input type="text"/>				

ERROR Student is has no registration header record for this term.

Record: 1/1 | ... | List of Valu... | <OSC>

SFIWDRL

Oracle Fusion Middleware Forms Services: Open > SFIWDRL

File Edit Options Block Item Record Query Tools Help

ORACLE

Student Withdrawal Inquiry SFIWDRL 8.0 (C800)

ID: Student, Ellucian Term:

Term	Sequence	Withdrawal Code	Withdrawal Date	Title IV Indicator	Processed Indicator	Enrollment Start Date	Enrollment End Date	Days in Period	Days Attended	Percent Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Original Charges:				Other Costs:						
Comments:										

Term	Sequence	Withdrawal Code	Withdrawal Date	Title IV Indicator	Processed Indicator	Enrollment Start Date	Enrollment End Date	Days in Period	Days Attended	Percent Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Original Charges:				Other Costs:						
Comments:										

Term	Sequence	Withdrawal Code	Withdrawal Date	Title IV Indicator	Processed Indicator	Enrollment Start Date	Enrollment End Date	Days in Period	Days Attended	Percent Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Original Charges:				Other Costs:						
Comments:										

Identification number; press LIST for name/ID search, CQUERY HITS for Query.

Record: 1/1

R2T4 End User Forms

- ▶ RPATIVC – Return of Title IV Funds Calculation
 - Calculate, simulate, revise and review R2T4 calculations
- ▶ RPITIVC – Return of Title IV Funds Calculation Inquiry
 - Review R2T4 calculations that have been performed on a student



RPATIVC

Oracle Fusion Middleware Forms Services: Open > RPATIVC

File Edit Options Block Item Record Query Tools Help

Return of Title IV Funds Calculation RPATIVC 8.8 (C800)

ID:

Summary Information Simulation Mode

Term Code:

Withdrawal Code:

Student Sequence Number:

Financial Aid Sequence Number:

Withdrawal Date:

Title IV Fund	Aid Year	Fund Lock	Eligible Disbursement	Disbursed	Not Disbursed	Institution's Required Returns	Institution's Optional Return	Student's Return	Post-Withdrawal Disbursement	Revised Award	System Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment:

Calculation Lock

User ID:

Activity Date:

No Withdrawal exist for the Student

Record: 1/1 | ... | <OSC>

RPITIVC

Oracle Fusion Middleware Forms Services: Open > RPITIVC

File Edit Options Block Item Record Query Tools Help

Return of Title IV Funds Calculation Inquiry RPITIVC 8.0 (C800)

ID:

Summary Information

Term Code:

Withdrawal Code:

Student Sequence Number:

Financial Aid Sequence Number:

Withdrawal Date:

Title IV Fund	Fund Lock	Eligible Disbursement	Disbursed	Not Disbursed	Institution's Required Return	Institution's Optional Return	Student's Return	Post-Withdrawal Disbursement	Revised Award	System Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment:

User ID:

Activity Date:

No Return of Title IV Calculations exist for the Student

Record: 1/1 | ... | <OSC>

R2T4 Processes & Reports

- ▶ TVRCRED – Students with Title IV Credit Report
 - Use this report to display students who have outstanding credit balances from Title IV disbursements.
- ▶ SFRNOWD – Withdraw Pending Status Change Report
 - 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.



R2T4 Processes & Reports

- ▶ SFRWDRL – Withdrawn Student Report
 - 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 Banner Financial Aid.
- ▶ 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.



R2T4 Processes & Reports

- ▶ RPRTIVR – Return of Title IV Funds Recipient Withdrawn Status Report
 - 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
 - Used to calculate Title IV repayment amounts for students who have withdrawn from the term.



R2T4 Processes & Reports

- ▶ RPRTIVI – Return of Title IV Funds Withdrawal Calculation Report
 - Used to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC).



R2T4 Suggested Procedure



R2T4 Procedure

STEP 1 – SFRNOWD

- Run the Withdrawal Pending Status Change Report to locate students who have withdrawn from the term
- Identifies students who have zero enrollment hours but have not been officially withdrawn and those who have grades that indicate they did not successfully complete their courses (all F's)



R2T4 Procedure

STEP 2 – SFAREGS

- Withdraw student from the term
- This is an optional step – however, the SFRWDRL report will not pick the student up unless a WD record appears on this form



R2T4 Procedure

STEP 3 – SFRWDRL

- Identifies withdrawn students who may need TIV repayment but do not have an effective withdrawal record in the system
- Report can create a record for each withdrawn student who has received TIV Funds and needs to be processed
- Report can be run in report mode only
- Report/Process can be run to list students with TIV funds or all students these two types of students
- Can be limited to specific enrollment status codes



R2T4 Procedure

STEP 4 – SFAWDRL

- If SFRWDRL was run in Audit mode, use the report to create a withdrawal record on the Student Withdrawal Form
- If SFRWDRL was run in Update mode, accessing this form would be used to review the data and/or make changes to original charges



R2T4 Procedure

STEP 5 – RPRTIVC

- Run the Funds Calculation Process to calculate TIV repayment amounts for students who have withdrawn for the term
- Report can be used in Calculate or Calculate/Save mode
- Report can be used to make adjustments to the award on RPAAWRD
- If the eligible disbursement amount and the disbursement amount are not the same, you must change the award amount on RPAAWRD and recalculate



R2T4 Procedure

STEP 6 – RPATIVC

- Access the Return of Title IV Funds Calculation Form to calculate or calculate and save TIV repayment amounts for students who have withdrawn for the term
- If the eligible disbursement amount and the disbursement amount are not the same, you must change the award amount on RPAAWRD and recalculate



R2T4 Procedure

STEP 7 – RPAAWRD

- Access the Award Form to make changes to the award amount for the term
- Optionally lock the fund for the term

STEP 8 – RPALDSB

- Access the Loan Disbursement Form to record Loan fund returns



R2T4 Procedure

STEP 9 – RPEDISB / ROAIMMP

- Run the disbursement process to back funds of the student account or to post post-withdrawal disbursements

▶ STEP 10 – RPRTIVI

- Run the Return of Title Funds Report to give to accounts receivable to inform them of students who have a return and/or post-withdrawal disbursement



Your Resources

- ▶ Return of Title IV Funds and Authorizations – Handbook
 - reviews the setup and procedures for Student, Financial Aid and Accounts Receivable



Questions and Answers



Thank you for your participation

