# 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
  - (Title IV Aid Disbursed + Could Have Been Disbursed)\*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

#### SADETC – Detail Code Control Form

- Define TIV detail codes
- Mark appropriate detail charge codes as original
- Mark appropriate detail payment codes as Title IV



## **TSADETC**



## 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.

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## 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



## SOATBRK

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## 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



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# 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

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# 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



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# 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

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- 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.

- 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.



- 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.



- 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**



#### 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)



#### 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



#### 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



- 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



#### 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

#### 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



#### 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



#### 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

