

## 13.1 Return of Title IV Funds

Title IV funds are awarded to students under the assumption that the student will attend school for the entire payment period or period of enrollment for which the assistance was awarded. When a student fails to complete the payment period or period of enrollment, he or she may no longer be eligible for the full amount of Title IV funds the student was scheduled to receive. It is the policy of Highland Community College to determine the amount of earned and unearned portions of Title IV aid as of the date the student ceases attendance in accordance with federal regulations and the Return of Title IV funds as dictated in Volume 5 of the Student Aid Handbook.

In general a student 'earns' federal financial aid in direct proportion to the percentage of the payment period or period of enrollment they complete. For example if the student completes 25% of the payment period or period of enrollment, the student earns 25% of the federal financial aid scheduled to be received. Students completing 60% of the payment period or period of enrollment are considered to have earned 100% of the federal financial aid he or she was scheduled to receive.

### R2T4 Withdrawal Exemptions

Students are not considered withdrawn if student successfully completes (effective January 19, 2021):

- All requirements for graduation from his or her program before completing the days or hours in the period that the student was scheduled to complete
- One module that includes 49% or more of the number of days in the payment period
- A combination of modules that when combined contain 49% or more of the number of days in the payment period; or
- Coursework equal to or greater than the coursework required for the institution's definition of a half-time student (6 credits)

Students who have received more aid than what has been earned are notified in writing the amount of unearned aid he or she must repay. In the event the student has received less aid than the amount he or she has earned, the student is eligible to receive those funds. Students are notified in writing of any action needed to accept the funds.

## Title IV Funds to be returned

In accordance with federal regulations, unearned Title IV financial aid is returned by Highland Community College in the following order: Direct Unsubsidized Stafford loans, Direct Subsidized Stafford loans, PLUS, Pell grants, FSEOG, Iraq and Afghanistan Service Grants and other Title IV assistance.

## Withdrawal Date

The last date of attendance as reported by the instructor is the withdrawal date used in the Return of Title IV funds calculation.

## Timeframe for Return of Title IV Aid

The College must return the amount of Title IV funds for which it is responsible, as soon as possible but not later than 30 days after the date of the College's determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 30 days after the end of the payment period.

## R2T4 Freeze

HCC does not use a R2T4 Freeze date.

This policy is a Department of Education Title IV financial aid policy, and does not replace the official Tuition Refund policy of Highland Community College.