

# Treasure Valley Community College

Code: DMAA-AR(1)  
Revised/Reviewed: 9/20/16

## Return to Title IV (R2T4) Calculations

In accordance with 34 C.F.R. § 668.22(a), when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date.

Pursuant to 34 C.F.R. § 668.22(1), an institution determines this amount by calculating the percentage of Title IV grant or loan assistance that the student earned and then applying that percentage to the total amount of Title IV grant or loan assistance that was disbursed (or that could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment as of the student's withdrawal date.

Under 34 C.F.R. § 668.22(a)(2)(A), in the case of a program that is measured in credit hours, the student is considered to have withdrawn from a payment period if the student did not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.

A student's withdrawal date at an institution that is not required to take attendance is defined 34 C.F.R. § 668.22(c) as:

1. The date that the student began the withdrawal process prescribed by the institution;
2. The date that the student otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw;
3. The mid-point of the payment period (or period of enrollment, if applicable) if the student ceases attendance without providing official notification to the institution of his or her withdrawal;
4. The date that the institution determines is related to a circumstance that precludes the student from beginning the institution's withdrawal process or otherwise providing official notification to the institution of his or her intent to withdraw such as illness, accident, grievous personal loss, or other such circumstances beyond the student's control;
5. The date that the institution determines the student began the leave of absence if a student does not return from an approved leave of absence; or
6. The student's last date of attendance at an academically-related activity, if the institution documents that the activity is academically related and can document the student's attendance at the activity.

Per 34 C.F.R. § 668.22(e)(2), for a credit hour program the percentage of Title IV assistance that the student earned is

1. Equal to the percentage of the payment period or period of enrollment that the student completed, if the student completed 60 percent or less of the period as of the date the student withdrew, or

2. 100 percent, if the student completed more than 60 percent of the period as of the date the student withdrew.

Pursuant to 34 C.F.R. § 668.22(f), if a program is measured in credit hours, the percentage of Title IV assistance that the student earned is determined by dividing the number of calendar days completed in that period as of the student's withdrawal date by the total number of calendar days in the payment period or period of enrollment. Scheduled breaks of five or more consecutive days and days on which the student was on an approved leave of absence are not counted in the total number of calendar days in a payment period or period of enrollment.

In accordance with 34 C.F.R. § 668.22(e)(4), the amount of Title IV grant or loan assistance that a student did not earn must be returned to the respective Title IV, HEA programs. This amount is calculated by subtracting the amount that the student earned under 34 C.F.R. § 668.22(e)(1) from the amount of Title IV aid that was disbursed to the student as of the date of the institution's Determination that the student withdrew.

34 C.F.R. § 668.22(1)(3) defines the "date of the institution's determination that the student withdrew" at an institution that is not required to take attendance as:

1. For a student who provides notification to the institution of his or her withdrawal, the student's withdrawal date or the date of notification of withdrawal, whichever is later;
2. For a student who did not provide notification of his or her withdrawal to the institution, the date that the institution becomes aware that the student ceased attendance;
3. For a student whose rescission is negated under paragraph (c)(2)(i)(B) of 34 C.F.R. § 668.22, the date the institution becomes aware that the student did not, or will not, complete the payment period or period of enrollment; or
4. For a student who takes a leave of absence that is not approved in accordance with paragraph (d) of 34 C.F.R. § 668.22, the date that the student begins the leave of absence.

When a student withdraws the institution and the student may both have a responsibility to return unearned funds. In accordance with 34 C.F.R. § 668.22(g) and (h):

1. Institutions must return the lesser of:
  - a. The amount of Title IV funds that the student did not earn; or
  - b. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. For the purposes of this section, "institutional charges" include tuition, fees, room and board (if the student contracts with the institution for room and board), and other educationally-related expenses assessed by the institution. 34 C.F.R. § 668.22(g)(2).
2. Students must generally return the amount of unearned aid that remains after the institution has calculated its share.

As required by 34 C.F.R. § 668.22(j), an institution must return the amount of Title IV funds for which it is responsible under 34 C.F.R. § 668.22(g) to the respective Title IV, HEA programs as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew.

34 C.F.R. § 668.22E)(5)(i) states that for a student attending a standard term-based education program, the treatment of Title IV funds if a student withdraws must be determined on a payment period basis.

Treasure Valley Community College will ensure that withdrawals are identified, calculated and refunded according to the regulatory requirements as outlined above.