



Return of Title IV (R2T4) Policy

The Federal Financial Aid Office is responsible for calculating Return of Title IV Funds (R2T4). The Federal Financial Aid Office uses worksheets provided by the Department of Education to calculate R2T4 funds. All funds must be returned to the lender within 45 days of the date ACG determines a student withdrew and any post-withdrawal disbursement within 30 days of the date ACG determined the student withdrew.

The withdrawal date is determined by when the student officially submits a withdrawal form to the Registrar's Office. If the student received less assistance than the amount earned, the student may be eligible to receive those additional funds. If the student received more aid than they earned, the excess funds must be returned by the school and/or student.

ACG requires students to attend 80% of required class time. Students receiving federal aid are expected to adhere to the ACG attendance policy.

If a student decides to withdraw from ACG s/he must do so according to college policies at the earliest date. If a student does not officially withdraw from ACG, using college policies, ACG will consider the last day of attendance in class as the official withdrawal date.

When a student who is receiving federal financial aid withdraws from ACG during a payment period, the student is expected to pay back the amount of financial aid that was not earned. The amount that students must return is determined on a pro rata basis up to 60% of the entire term. If the student completed only 20% of the term, the student has earned 20% of the total aid scheduled to be received. If a student completed more than 60% of the term, they have earned all of their financial aid.

If the student did not receive all of the funds that were earned, he or she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that additional debt is not incurred. The Office of Federal Financial Aid will use the R2T4 worksheets provided by the US Department of Education to determine how much of the loan may be retained and how much must be returned.

The college may automatically use all or a portion of a student's post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition, fees, and housing charges.

There are some Title IV funds that students are scheduled to receive that cannot be earned once a student withdraws because of other eligibility requirements. For example, in certain circumstances, if a

first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawal, the student will not earn any Direct loan funds that he or she would have received had the student remained enrolled past the 30th day. If the student receives (or the school receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of the Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned, the student must repay in accordance with the terms of the promissory note. That is, scheduled payments are made to the holder of the loan over a period of time.

Students who have received a refund of their loan proceeds before withdrawing may be required to return part or all of those funds to the lender.

Title IV funds will be returned in the following order:

1. Unsubsidized Federal Direct loans
2. Subsidized Federal Direct loans
3. Federal PLUS loans received on the behalf of the student

The requirements for Title IV program funds when students withdraw are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return