

## FINANCIAL AID RETURN TO TITLE IV FUNDS (R2T4)

### I. **Purpose**

The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a College who receive Title IV financial aid. The Title IV programs at Western Dakota Technical College includes: Federal Pell Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG) and Iraq and Afghanistan Service Grant.

### II. **General Statement of Policy**

A student who attends classes after the 60% point in the payment period is entitled to retain all Title IV aid for that semester. However, if the student ceases attending up through the 60% point of the payment period, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the College provides no refund to the student. This means the student could owe Western Dakota Technical College (WDTC) and/or the U.S. Department of Education for the amount of unearned aid.

Module Program:

A program at WDTC is “offered in modules” if the program has a course or courses that do not span the entire length of the payment period. If a student enrolled in a module program attends after the 60% point in the payment period or meets the module withdrawal exemption, student is entitled to retain all Title IV aid for the semester.

A student enrolled in a module or modules who cease to attend during the payment period and who does not meet the conditions listed below are considered withdrawn and unearned Title IV funds as determined by the federal policy must be returned to the various programs.

For all programs offered in modules, a student is not considered to have withdrawn for Title IV purposes if the school obtains written confirmation from the student at the time of the withdrawal that the student will attend a module that begins later in the same payment period or the student successfully completes –

- One module that includes 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or

- A combination of modules that when combined contain 49% or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules; or
- Coursework equal to or greater than the coursework required for the institution's definition of a half-time student under § 668.2 for the payment period:
  - Successful completion means earning a passing grade.
  - ½ time enrollment is at least half the workload of the applicable minimum requirements outlined in the definition of a full-time student.

The requirements for return to Title IV program funds when a student withdraws are separate from the WDTC Refund Policy – Policy 4210 and Procedure 4210.01. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Western Dakota Technical College will charge the student for any Title IV program funds that Western Dakota Technical College is required to return.

**III. Definitions – None**

**IV. Reporting Procedures – None**

**V. Dissemination of Policy and Training**

- A. This policy shall appear on the Western Dakota Technical College website on the policy webpage and in the WDTC Student Handbook.

Legal References: 34 CFR 668.22; 34 CFR 668.22(I); HEA, Section 484B; DCL GEN-11-14,

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