

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** REFUND AND REPAYMENT TO TITLE IV  
FEDERAL FINANCIAL AID PROGRAMS

**BASED ON POLICY:**

**REVISION NUMBER:** 1

**OFFICE OF  
RESPONSIBILITY:** FINANCIAL AID

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\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
September 28, 2012

**DATE**

**PURPOSE**

Refund and repayment to Title IV Federal Financial Aid programs will be made according to federal laws governing Title IV programs (i.e. Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and the William D. Ford Direct Loan Programs).

For purposes of this procedure, refund is defined as a payment of funds made by the College to the sponsoring Title IV program or to a student due to the student's reduction in course load or withdrawal.

For purpose of this procedure, repayment is defined as a payment due from the student to the Title IV sponsoring program as a result of the student having received funds from the Title IV programs to which he/she is no longer entitled.

**PROCEDURE**

1. The Financial Aid Office is responsible for calculating refunds and repayment amounts for students receiving Title IV federal financial assistance who have

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- reduced their course load or have withdrawn from the College within prescribed time periods.
2. Students who have failed to attend class are not entitled to financial aid funds for the class. Students who have received refunds for classes which they have not attended must immediately return funds regardless of the reason or circumstance which caused the student not to attend.
    - a. Evidence such as drop/add or withdrawal reports will be used to determine the date a student dropped or withdrew from classes.
    - b. Students who have dropped or failed to attend class in courses in a semester, also known as a mini-mester, must complete a "Declaration of Intent" which is further defined in a separate procedure. .
    - c. The lack of such evidence does not, however, release the College from calculating refunds and repayments to the Title IV Programs or to the student.
    - d. A timely refund and repayment of Title IV funds is described by the U.S. Department of Education as payments made within 30 days after the student's withdrawal date or within 30 days of the earlier date on which the institution determines that the student dropped classes or withdrew from the semester.
    - e. Payments will be made first to applicable federal programs, then to other agencies, and, if applicable, to students as prescribed by the U.S. Department of Education in the Federal Register of April 29, 1994.
    - f. No penalty charges such as late registration fees or late payment fees will be charged if the College is in error.
  3. Return/Repayment of Title IV Funds:
    - a. Students who withdraw, drop all classes, are expelled or otherwise fail to complete all courses prior to attending 60% of the semester may owe a refund to the Title IV Programs to the college and/or the US Department of Education.
    - b. The College will calculate the amount of refund owed to the government, and the student will be notified within 14 days.
    - c. The student will pay the college within forty-five (45) days of withdrawal or on the forty-sixth (46) the balance due to the US Department of Education will be

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referred to them for collection. Once this occurs, students are not eligible to receive Title IV aid until the matter is resolved.

Withdrawal processing occurs when a student ceases attendance in all classes or withdraws as defined in the procedure covering "Declaration of Intent". A Return to Title IV (R2T4) calculation occurs when a student withdraws from all classes for the semester.

- d. The guidelines governing the Return of Title IV Funds, refund and repayments are not subject to appeal and are defined by the US Department of Education and is subject to change as regulatory changes occur.