

## **Kilgore College Return to Title IV Policy**

Kilgore College follows the federal R2T4 policy of returning funds to the appropriate programs as students withdraw during any academic period of enrollment. This policy applies to students who completely withdraw from all classes before the 60% point in the fall, spring, or summer semester.

The following steps are followed in calculating the funds owed back to the Department of Education:

- Students who officially withdraw from school in person are directed to the financial aid office for counseling before the R2T4 calculation process.
- Students who unofficially withdraw are verified to be fully withdrawn from the institution either through communication with the instructor through attendance records and drop slips on file with the Registrar.
- A weekly report is generated to identify federal financial aid students who have withdrawn from all classes.
- Calculations are processed via the federal R2T4 software program to determine the amount of federal aid earned per amounts disbursed (or not disbursed) using the percentage of days attended from the total days in the term.
- The calculations to determine the amount of the R2T4 return are done within 5 days of the notification that the student has withdrawn from classes.
- The amount of aid which has been earned by the student's days of attendance is changed to show as the amount claimed by Kilgore College in the student account, and the unearned amount of aid is returned to the DOE as soon as the Origination and Disbursement Records are run on a weekly basis.
- The unearned funds are thus returned to the DOE immediately following the R2T4 calculation in the following order:
  1. Unsubsidized Direct Loans
  2. Subsidized Direct Loans
  3. Direct Plus Loans
  4. Pell Grant
  5. SEOG Grant
- The student is notified that due to the withdrawal, he/she now owes Kilgore College for funds that have been returned to the Dept of Ed on his/her behalf. The letter to the student explains the reason for the calculation, the formula used to determine the amount owed, the consequences of R2T4, and the payment address the student may use in order to repay the amount owed.
- A hold is placed on the student's records and is not removed until the amount owed by the student is repaid. Student may not register, request a transcript, or receive further funds from the institution.

- If a FAFSA is received from the processing center showing an overpayment in federal funds for a transferring student, the student is notified that this must be cleared and repaid before any further funds of any kind may be awarded.
- The overpayments of funds due to the Dept. of Education from Kilgore College are reported through COD, the Federal Common Origination and Disbursement System, and to NSLDS.
- A final SAP report is run after the end of the semester. The R2T4 calculation is done for students who receive all F's or W's, and appropriate actions are taken as necessary. Instructors are contacted to determine the last date of attendance or completion of any activity from the student as related to the course of study. If there is no date available, the date used for the R2T4 is the midpoint date of the semester.
- Funds are returned based on the findings of the SAP report in the same manner as those returned throughout each academic semester.