

**WALLA WALLA COMMUNITY COLLEGE**  
**RETURN OF TITLE IV FUNDS (R2T4) AND STATE AID REPAYMENT**  
**ADMINISTRATIVE POLICY 7760**

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**I. POLICY BACKGROUND/PURPOSE**

The US Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from colleges who receive Title IV financial aid. The Title IV programs include: Federal Pell Grants, TEACH Grants, Direct Loans, and Direct Plus Loans.

**II. AUTHORITY**

Board Policy 1370, [34 CFR §668.22](#), [34 CFR §668.164](#).

**III. SCOPE OF POLICY**

This policy applies to all Walla Walla Community College (WWCC) students.

**IV. DEFINITIONS**

- A. *Official Withdrawal* – Request initiated in person or via email to withdraw from all classes in any given quarter of attendance, request must be made through the Office of Admissions and Records (OAR). A student cannot completely withdraw online. A student is responsible to withdraw themselves from classes, it is NOT the responsibility of the advisor or instructor.
- B. *Unofficial Withdrawal* – When a student ceases to attend classes and did not request official withdrawal or provide notification of their intent to withdraw to the OAR. For financial aid purposes, the date that WWCC determines a student to have withdrawn in an unofficial withdrawal situation is the date the school became aware that the student ceased attendance.
1. In most unofficial withdrawal cases, students will receive failing grades at the end of the quarter and the last date of attendance will be the date the instructor provides to the Registrar's office.
    - a. If an instructor does not enter a date or there are conflicting dates, the financial aid office will contact instructors to determine the last date of attendance from each instructor and will use the latest date provided as the last date for R2T4 purposes.
    - b. For online classes, the last date of attendance would be determined by the student's last login date.
- C. *Leave of Absence* – WWCC does not offer students a leave of absence. If a student needs to miss class(es) for an extended period of time, they are encouraged to either take an Incomplete grade or withdraw for the quarter.
1. If the student chooses to take an Incomplete grade, they will need to sign a contract for completion with their instructor(s). Failure to complete the contract will result in the student receiving a grade of F in that class.
  2. If the student chooses to withdraw, they will go through the withdrawal process and could be subject to the return of Title IV funds as noted below.

## V. POLICY

### A. Return of Title IV Funds (R2T4)

If a student withdraws from WWCC, either officially or unofficially, the school, the student, or both may be required to return some or all of the federal and state funds awarded to the student for that period of enrollment. The college is required to complete a federal calculation to determine if an adjustment should be made to a student's Title IV aid. Federal calculations assume that a student earns federal financial aid awards directly in proportion to the number of days of the term the student attends. The portion of federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before the student withdrew. Once the percentage is found, it is applied to the amount of federal aid the student received in conjunction to the charges the student incurred during that quarter. WWCC utilizes the Return of Title IV Funds on the web tool on FAA Access to COD Online to determine the amount of money that will need to be returned. A copy of all worksheet calculations is kept in each student's file and if money is owed, within the Business Office.

1. Priority of financial aid fund reimbursement for return of Title IV funds is as follows:
  - a. Direct Unsubsidized Stafford Loans
  - b. Direct Subsidized Stafford Loans
  - c. Direct PLUS Loans
  - d. Federal Pell Grants
  - e. Federal Supplemental Educational Opportunity Grant (SEOG)
2. If a student withdraws from the college and received financial aid, any refundable amount of institution charges, tuition and fees and/or housing costs, may be returned to the appropriate financial aid source.
3. Students who receive Washington State aid (Washington College Grant (WCG), College Bound Scholarship, Passport, Bridge Grant):
  - a. If a student changes their enrollment level on the first day of the quarter and do not attend all registered classes for at least one class session, state aid eligibility must be recalculated to reflect their enrollment status as of the start of the quarter.
  - b. A student who decreases enrollment status before the first day of the quarter will owe a repayment of the overpaid amount.
  - c. Students who increase their enrollment status before or through the quarter's 10<sup>th</sup> day may be entitled to additional funds.
4. The College is required to calculate repayment of Federal Pell grant if a student drops one (1) or more classes (change in enrollment level) on or before the 10<sup>th</sup> day of the quarter. This repayment is the difference in award amounts based on your former and current enrollment level.
  - a. Repayment can be avoided by not dropping any classes within the first 10 days of the quarter.
5. If a recipient of Title IV funds withdraws from a school after beginning attendance, the amount of Title IV funds earned by the student must be determined.
  - a. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.
  - b. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are

