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Connecticut Community Colleges
Banner Financial Aid Team

RETURN OF TITLE IV FUNDS

Introduction

The Higher Education Amendments of 1998 made statutory changes to the Higher Education Act of 1965 for the treatment of Title IV funds when a student withdraws from an institution of higher education. These Amendments were enacted on October 7, 1998. The Department of Education issued Final Regulations on November 1, 1999 amending the Student Assistance General Provisions regulations. These Final Regulations are found in 34 CFR 668.22 and entitled "Treatment of Title IV Funds When a Student Withdraws" or colloquially known as the "Return of Title IV Funds."

These regulations are effective October 7, 2000 for all institutions of higher education. The Connecticut Community Colleges decided to implement these regulations effective with the start of the 2000-01 academic year. These regulations apply only to these Federal student aid programs at the Connecticut Community Colleges: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans, Federal Family Education Loan (FFEL) Programs [Stafford (subsidized & unsubsidized) & PLUS].

SCT has incorporated functionality within its Banner2000 product to assist colleges in the implementation of procedures to ensure compliance with the Return of Title IV Funds regulations. These new features are part of the 4.X release which the Connecticut Community Colleges will roll-out on Tuesday, October 24, 2000. Since this functionality is, of necessity, cross-modular in nature, a Banner Team composed of Finance, Financial Aid, Student, and System Data Center staff have worked to implement these new features. The Banner2000 methodology and practices outlined below are consistent with the November 1999 Final Regulations. If any technical

amendments bring about changes to these regulations, both SCT and the Banner Team will work to bring the existing practices into compliance once again. And, please note, that the procedures outlined below are ONLY the practices relative to this Banner2000 functionality required to be performed by financial aid staff. Other college offices (i.e. Registrar, Business Office) have similar practices that must be invoked to ensure institutional compliance with these new regulations.

During this training, we will be using the 4.7 TRNG database. We will start with form set-up for Return of Title IV funds. We will then review various Banner Title IV reports, the Title IV calculation processes in Banner (both batch and on-line) and we will review different student withdrawal scenarios.

Form Set Up

Step 1. ROAINST - The only set-up required for Return of Title IV Funds is on ROAINST. On the "Institutional Defaults" window, two fields have been added, "Return Ind" and "Rounding Ind".

- "Return Ind" - This indicator determines if your institution will return the student's portion of Title IV awards. Do not check this indicator.
- "Rounding Ind" - This indicator determines whether Title IV return amounts will be rounded to whole dollars. This indicator should be checked.

The screenshot shows the Banner2000 - TRNG application window. The main window is titled "Institution Financial Aid Options Form ROAINST 4.7 (TRNG) [H_FATEAM]". The left sidebar contains a tree view with the following items: Options, Institutional Parameters, Institution Financial Aid Options II, Credit Hours, Institutional Defaults, Campus/EDE Defaults, and MDE Codes. The main content area is divided into two sections: "Pell Grant Defaults" and "Return of Title IV Funds Defaults".

Pell Grant Defaults

Pell Reduced Eligibility Ind:	<input checked="" type="checkbox"/>		
Main Campus Entity ID:	106600079889	Pell ID:	006982
Financial Aid Director Name:	RODNEY P. BUTLER SR.		
Phone Number:	(203)	5758007	
Service Agent Code:			
GES/Title IV Destination Number:	53489		
Create Payment Voucher Prior to Payment:	<input type="checkbox"/>		

Return of Title IV Funds Defaults

Return Ind:	<input type="checkbox"/>
Rounding Ind:	<input checked="" type="checkbox"/>

Pell Reduced Elig Ind: Chk to flag reductions in Pell to updated Originations
Record: 1/1

The Process

Step 1. RPRTIVR -"Return of Title IV Funds Recipient Withdrawn Status Report" - This report prints a summary of all students who have a withdrawal status code on their student record and have a withdrawal record (SFAWDRL). **At the end of your add/drop period for the term, this report should be run weekly to identify students who have completely withdrawn and have Title IV funds.** (You will need to run Title IV return calculations for these students.) Depending upon the parameters, you can also run this report to include those students who have already had Title IV return calculations performed.

To report on all withdrawn students who are Title IV recipients and need Title IV return calculations, use the following parameters to run RPRTIVR:

Aid Year	0001
Term Code	current term code
Beginning Withdrawal Date	blank (for entire term)
Ending Withdrawal Date	blank (for entire term)
Title IV Fund Code Ind.	"1" (all Title IV except FWS or GTIV funds)
Sort Sequence Ind.	"N" (name)
Withdrawal Status Code	"04" (official)
Calculation Status	"S" (all unprocessed students)
Application ID	blank
Selection ID	blank
Creator ID	blank
User ID	blank

A sample of the RPRTIVR report is on the following page...

11-OCT-2000 14:33:16
0001

NAUGATUCK VALLEY COMMUNITY COL
RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT

PAGE 1
RPRTRIVR

WITHDRAWAL DATES: 11-OCT-2000 to 07-NOV-2000

ID	NAME	TERM CODE	EFFECTIVE DATE	CODE	DESCRIPTION		
@99999999	King, Terri Lee	100308	11-OCT-2000	04	Official Withdrawal		
	FUND OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
	HFSEOG 750.00	750.00	0.00		0.00	0.00	600.00
	HPELL 1,125.00	1,125.00	0.00		0.00	0.00	844.00
@99999999	Mitchell, Monique	100308	13-OCT-2000	04	Official Withdrawal		
	FUND OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
	HPERK 750.00	750.00	0.00		0.00	0.00	0.00
	HPELL 1,325.00	1,325.00	0.00		0.00	0.00	0.00
@99999999	Rodriguez, Miriam	100308	06-NOV-2000	04	Official Withdrawal		
	FUND OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
	HPELL 1,650.00	1,650.00	0.00		0.00	0.00	1,650.00

Step 2. RPRTIVC - Return of Title IV Funds Calculation Process

This is a batch process that calculates Title IV returns for students who have withdrawn. This process also produces a report where you can review calculations. RPRTIVC is run in "simulation" mode only - no calculations are saved.

The recommended parameters are as follows:

Term Code	current term code
Process Indicator	"B" (batch)
Applicant ID	blank
Sort Sequence Indicator	"N" (name)
Mode	"A" (simulation)
Application ID	blank
Selection ID	blank
Creator ID	blank
User ID	blank

A sample of the RPRTIVC report is on the following page...

11-OCT-2000 14:36:39
SIMULATION MODE

NAUGATUCK VALLEY COMMUNITY COL
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

RPRTIVC

AID YEAR: 0001 ID: @99999999 Terri Lee King
SEQUENCE NO: FA: 1 STU: 1
TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 11-OCT-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	844.00	844.00	0.00	522.93	0.00	160.54	0.00	321.07
HFSEOG	600.00	600.00	0.00	0.00	0.00	59.57	0.00	600.00
TOTAL	1,444.00	1,444.00	0.00	522.93	0.00	220.11	0.00	921.07

ENROLLMENT PERIOD START DATE:	05-SEP-2000	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	19-DEC-2000	TOTAL TITLE IV AID TO BE RETURNED:	963.15
DAYS IN ENROLLMENT PERIOD:	96	INSTITUTION'S REQUIRED SHARE:	522.93
DAYS ATTENDED:	32	STUDENT'S SHARE:	440.22

TITLE IV EARNED:	33.3%	480.85
TITLE IV UNEARNED:	66.7%	963.15
TOTAL INSTITUTIONAL CHARGES:		784.00

11-OCT-2000 14:36:39
SIMULATION MODE

NAUGATUCK VALLEY COMMUNITY COL
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

RPRTIVC

AID YEAR: 0001 ID: @99999999 Monique Mitchell
SEQUENCE NO: FA: 1 STU: 1
TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 13-OCT-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	1,325.00	0.00	1,325.00	0.00	0.00	0.00	734.55	734.55
HPERK	750.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00
TOTAL	2,075.00	0.00	2,075.00	0.00	0.00	0.00	734.55	734.55

ENROLLMENT PERIOD START DATE: 05-SEP-2000 REMAINING AID TO BE DISB TO STUDENT: 734.55
ENROLLMENT PERIOD END DATE: 19-DEC-2000 TOTAL TITLE IV AID TO BE RETURNED: 0.00
DAYS IN ENROLLMENT PERIOD: 96 INSTITUTION'S REQUIRED SHARE: 0.00
DAYS ATTENDED: 34 STUDENT'S SHARE: 0.00

TITLE IV EARNED: 35.4% 734.55
TITLE IV UNEARNED: 64.6% 1,340.45
TOTAL INSTITUTIONAL CHARGES: 553.00

11-OCT-2000 14:36:39
SIMULATION MODE

NAUGATUCK VALLEY COMMUNITY COL
RETURN OF TITLE IV FUNDS CALCULATION PROCESS

RPRTIVC

AID YEAR: 0001 ID: @99999999 Miriam Rodriguez
SEQUENCE NO: FA: 1 STU: 1
TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 06-NOV-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	0.00	1,650.00
TOTAL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	0.00	1,650.00

ENROLLMENT PERIOD START DATE:	05-SEP-2000	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	19-DEC-2000	TOTAL TITLE IV AID TO BE RETURNED:	0.00
DAYS IN ENROLLMENT PERIOD:	96	INSTITUTION'S REQUIRED SHARE:	0.00
DAYS ATTENDED:	58	STUDENT'S SHARE:	0.00

TITLE IV EARNED:	100.0%	1,650.00
TITLE IV UNEARNED:	0.0%	0.00
TOTAL INSTITUTIONAL CHARGES:		943.00

Case A. This student has officially withdrawn and has Title IV funds disbursed.

RPATIVC

- Enter student's ID and perform "next block"
- Summary Information - information from withdrawal from populates into this block.
- From "Options", select "Simulation Mode". This will perform a simulated calculation, which is indicated by a "check" in the "Simulation Mode" checkbox. The "Elig Disb" and "Disb" amounts are taken from the student's award form (RPAAWRD). You can now review the calculation, Institutional & Student Return amounts and the Revised Award. The second screen of this form shows enrollment information, percentages of Title IV earned & unearned and Total Title IV Return (Institution & Student's share).
- From "Options", select "Calculate & Save Mode". This process will calculate and save the Title IV return. (Note that the "Calc Lock" indicator is now checked)
- You must now update the student's award, on RPAAWRD.

RPAAWRD

If the "Revised Award", on RPATIVC, differs from the "Elig Disb" amount, on RPATIVC, you must adjust this fund award on RPAAWRD to reflect the revised award amount. (If the "Revised Award", on RPATIVC, is the same as the "Elig Disb" amount, you will not adjust this fund .)

- To adjust awards for applicable funds/terms, on the second screen of RPAAWRD, "Fund Awards by Term", change both the offered and accepted amounts, to reflect the revised award amount from RPATIVC.
- If you are making award changes for the Fall term, we recommend that you also change the Spring term awards, **for all funds**, both offered and accepted, to -0-. By doing

so, you will stop any disbursement from taking place for the Spring term without deliberate intervention on your part.

SAVE

- Go back to the first screen of RPAAWRD and change the "LK" (lock) indicator to "Y". By locking the award(s), you are preventing any award recalculations from taking place.

ROAIMMP

- Go to ROAIMMP and disburse the revised financial aid for this student.

RPAAWRD & RSIAREV

- Verify the disbursement results

Case B. This student has officially withdrawn prior to the disbursement of Title IV funds. Since funds have not been disbursed, you must get award information from the student's award form before you run Title IV calculations.

RPAAWRD

- From the student's award form, determine the amount of Title IV aid he/she is eligible to receive based upon credit hours and your pro-ration rules for each fund. (If the student does not have frozen financial aid hours - use current hours)

RPATIVC

- Enter student's ID and perform "next block".
- Summary Information - information from the student's withdrawal form populates into this block.
- From "Options", choose "Simulation Mode". This will perform a simulated calculation. As you review this calculation, you will see that the "Elig Disb" field has populated with the full-time award for the term. If the student was not full-time, you must change this "Elig Disb" to reflect the amount the student is eligible to receive as determined from RPAAWRD.

- Enter this amount in the "Elig Disb" field and enter "Y" in the "LK" field. This lock will prevent the award from reverting to the full-time amount during the calculation process.
- Perform a simulation calculation and review the results.
- from "Options", choose "Calculate & Save Mode". (Note that the "Calc Lock" indicator is now checked)
- You must now update the student's award, on RPAAWRD, with the Revised Award amount

RPAAWRD

If the "Revised Award", on RPATIVC, differs from the "Elig Disb" amount, on RPATIVC, you must adjust this fund award on RPAAWRD to reflect the revised award amount. (If the "Revised Award", on RPATIVC, is the same as the "Elig Disb" amount, you will not adjust this fund .)

- To adjust awards for applicable funds/terms, on the second screen of RPAAWRD, "Fund Awards by Term", change both the offered and accepted amounts, to reflect the revised award amount from RPATIVC.
- If you are making award changes for the Fall term, we recommend that you also change the Spring term awards, **for all funds**, both offered and accepted, to -0-. By doing so, you will stop any disbursement from taking place for the Spring term without deliberate intervention on your part.
SAVE
- Go back to the first screen of RPAAWRD and change the "LK" (lock) indicator to "Y". By locking the award(s), you prevent any award recalculation from taking place.

ROAIMMP

- Go to ROAIMMP and disburse the revised financial aid for this student.

RPAAWRD & RSIAREV

- Verify the disbursement results

Case C. This student's Title IV award has been disbursed. The student officially withdrew after completing over 60% of the term.

RPATIVC

- Enter student's ID and perform "next block"
- Summary Information - information from withdrawal from populates into this block.
- From "Options", select "Simulation Mode". This will perform a simulated calculation, which is indicated by a "check" in the "Simulation Mode" checkbox. The "Elig Disb" and "Disb" amounts are taken from the student's award form (RPAAWRD). You can now review the calculation, Institutional & Student Return amounts and the Revised Award. The second screen of this form shows enrollment information, percentages of Title IV earned & unearned and Total Title IV Return (Institution & Student's share).
- From "Options", select "Calculate & Save Mode". This process will calculate and save the Title IV return. (Note that the "Calc Lock" indicator is now checked)
- Since the student has completed over 60% of the term, there is no Inst. Return or Student Return. The term award remains the same.

Step 4. RPRTIVI - Return of Title IV Funds Withdrawal Calculation Report

This report allows you to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC). You can print RPRTIVI either in a report format or you can print each student's information on a separate page.

We recommend that you use the following parameters.

Term Code	current term code
Process Indicator	"B" (batch)
Applicant ID	blank
Beginning Withdrawal Date	blank (for entire term) or enter desired date
Ending Withdrawal Date	blank (for entire term) or enter desired date
Sort Sequence In.	"N" (name)
Page Break Between Students	"Y" (prints each student separately)
Application ID	blank
Selection ID	blank
Creator ID	blank
User ID	blank
Mode	"R" (report mode)

A sample of RPRTIVI is on the following page...

1
REPORT MODE

RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

RPRTIVI

AID YEAR: 0001 ID: @99999999 Terri Lee King
SEQ. NO: FA 1 STU 1
TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 11-OCT-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	844.00	844.00	0.00	522.93	0.00	160.54	0.00	321.07
HFSEOG	600.00	600.00	0.00	0.00	0.00	59.57	0.00	600.00
TOTAL	1,444.00	1,444.00	0.00	522.93	0.00	220.11	0.00	921.07

ENROLLMENT PERIOD START DATE:	05-SEP-2000	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	19-DEC-2000	TOTAL TITLE IV AID TO BE RETURNED:	963.15
DAYS IN ENROLLMENT PERIOD:	96	INSTITUTION'S REQUIRED SHARE:	522.93
DAYS ATTENDED:	32	STUDENT'S SHARE:	440.22

TITLE IV EARNED:	33.3%	480.85
TITLE IV UNEARNED:	66.7%	963.15
TOTAL INSTITUTIONAL CHARGES:		784.00

16-OCT-2000 11:17:27
REPORT MODE

NAUGATUCK VALLEY COMMUNITY COL
RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

RPRTIVI

AID YEAR: 0001 ID: @99999999 Monique Mitchell
SEQ. NO: FA 1 STU 1
TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 13-OCT-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	662.00	0.00	662.00	0.00	0.00	0.00	393.65	393.65
HPERK	450.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,112.00	0.00	1,112.00	0.00	0.00	0.00	393.65	393.65

ENROLLMENT PERIOD START DATE:	05-SEP-2000	REMAINING AID TO BE DISB TO STUDENT:	393.65
ENROLLMENT PERIOD END DATE:	19-DEC-2000	TOTAL TITLE IV AID TO BE RETURNED:	0.00
DAYS IN ENROLLMENT PERIOD:	96	INSTITUTION'S REQUIRED SHARE:	0.00
DAYS ATTENDED:	34	STUDENT'S SHARE:	0.00

TITLE IV EARNED:	35.4%	393.65
TITLE IV UNEARNED:	64.6%	718.35
TOTAL INSTITUTIONAL CHARGES:		553.00

16-OCT-2000 11:17:27
 REPORT MODE

NAUGATUCK VALLEY COMMUNITY COL
 RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT

RPRTIVI

AID YEAR: 0001 ID: @99999999 Miriam Rodriguez
 SEQ. NO: FA 1 STU 1
 TERM: 100308 WD CODE: 04 Official Withdrawal DATE: 06-NOV-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
HPELL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	0.00	1,650.00
TOTAL	1,650.00	1,650.00	0.00	0.00	0.00	0.00	0.00	1,650.00

ENROLLMENT PERIOD START DATE: 05-SEP-2000 REMAINING AID TO BE DISB TO STUDENT: 0.00
 ENROLLMENT PERIOD END DATE: 19-DEC-2000 TOTAL TITLE IV AID TO BE RETURNED: 0.00
 DAYS IN ENROLLMENT PERIOD: 96 INSTITUTION'S REQUIRED SHARE: 0.00
 DAYS ATTENDED: 58 STUDENT'S SHARE: 0.00

TITLE IV EARNED: 100.0% 1,650.00
 TITLE IV UNEARNED: .0% 0.00
 TOTAL INSTITUTIONAL CHARGES: 943.00

Step 5. Potential Unofficial Withdrawal Report - RWRXT01

The Banner Financial Aid team is currently developing a report that would be run at the end of each term. This report will identify "potential unofficial withdrawals" (Title IV recipients who have completed the term with -0- credits).

We will release this report to you as soon as it is ready.

