

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2750 Return of Title IV Information	Page 1 of 4
Primary Policy: SP 2710 Financial Aid Programs	
Associated Policies: IP 6310 Classroom Attendance; GAP 1101 Debts to College; GAP 1200 Equal Opportunity	
Associated Regulations: IR 6310 Classroom Attendance; FR 3109 Student Refunds	
References: Higher Education Act of 1965; Federal Student Aid Handbook	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 02-15-2017	Last Revision: 07-12-2023

Three Rivers College adheres to strict guidelines in keeping with Federal Regulations governing Title IV Federal Financial Aid Programs. The Return of Title IV calculation must be performed according to the Federal Department of Education’s regulations. Return of Title IV calculation is performed when a student completely withdraws, drops, or otherwise fails to complete the period of enrollment.

Three Rivers College students are expected to earn Federal Financial Aid by attending classes through at least 60 percent of their enrollment. Students who stop attending or withdraw from all courses but have already received their federal financial aid disbursement for the semester, could owe money back to the federal financial program.

For students enrolled in modular courses, students are no longer considered withdrawn if any of the following apply:

- Student completes all requirements for graduation before completing the days scheduled to complete in the period.
- Student successfully completes one or more modules that includes 49% or more of the number of days excluding scheduled breaks of five or more consecutive days and all days between modules.
- Coursework equal to or greater than half time attendance (6 hours).
- Early implementation effective June 1, 2021.

Note: According to U.S. Department of Education a program is “offered in modules” if the program uses a standard-term, nonstandard-term, or semester length and is not a subscription-based program, and a course or courses in the program that do not span the entire length of the payment period or period of enrollment. (This would include but not be limited to A and B session courses that do not expand the full semester that earn college credit and should not be confused with weekly units of instruction).

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This process, established by the Federal Department of Education through the Higher Education Act of 1965 affects students who have received assistance through the following federal financial aid programs at Three Rivers College:

- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Direct Subsidized and Unsubsidized Loans
- Parent PLUS Loans
- Iraq & Afghanistan Service Grant

The calculation of what is owed is based upon the number of days in the semester the student has completed. The more days the student attended, results in less owed. A federally mandated formula is used to calculate the amount of overpayment.

Example: Student withdraws on the 37<sup>th</sup> day of the semester. Formula: enrolled days/days in enrollment period equals the percent of aid earned ( $37/111 = 33.3$  percent earned, and 67.7 percent of funds received by the college must be returned to the appropriate federal aid program.

When determining a last date of attendance and calculating the portion of funds earned by the student, the student's last date of attendance as indicated in official attendance records of the college and reported by the faculty will be used. The college reviews student attendance and withdrawal information throughout each semester.

Students who have documented attendance and did not receive all the earned financial aid (including those who withdrew during the 100 percent refund period) shall be offered a post-withdrawal disbursement. A letter will be mailed, and the student should follow the instructions in the letter carefully to accept the disbursement.

Students may choose to decline some or all the loan funds to avoid additional debt. There may be some Title IV Funds that cannot be disbursed once a student withdraws because of other

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eligibility requirements. If required, the student should turn in all items needed for verification at the time of withdrawal.

The requirements for Federal Title IV Program Funds when a student withdraws are separate from any refund information (FR 3109). Therefore, students may still owe a balance to cover unpaid institutional charges and will be billed for any remaining charges or any Federal Title IV Program Funds that the college was required to return.

All non-passing grades will be reviewed to determine if the student completed the course or ceased attendance prior to the end of the course. If the course was not completed, the student will be considered “unofficially withdrawn” and the last date of attendance in the class will be used to calculate “earned” financial aid.

The college will return the overpayment on the student’s behalf and bill the student for the balance due. Any unpaid balance will be subject to collection action. Students who owe a balance after “unearned” financial aid is returned will have a hold placed on their account which will prevent the student from receiving an official transcript and registering for classes. For additional information regarding Federal Title IV Funds contact the Office of Financial Aid at Three Rivers College.

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**DOCUMENT HISTORY:**

- 02-15-2017:** Initial approval of SR 2750 Return of Title IV Information.
- 10-16-2019:** Revisions based on the updated Federal Student Aid Handbook for 2019-20 and the addition of the recommended return to title IV calculation example.
- 06-01-2021:** Update to language from the Federal Department of Education for students enrolled in modular courses that may no longer be considered “withdrawn” if certain circumstances apply.
- 07-12-2023:** Minor edits to clarify procedures described herein regarding College operations.