Title IV Refund Policy (R2T4)

Charter Oak State College’s revised Refund Policy complies with the amended 34 CFR Section 668.22 of the Higher Education Amendment of 1998. This policy reflects new regulations that became effective 7/1/2011. The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV (federal) aid that is earned. Earned aid is not related in any way to institutional charges. Additionally, the College’s refund policy and Return of Title IV funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the college for the course.

If a student withdraws or stops attending classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of attendance for Charter Oak State College courses is determined by the last documented date of attendance in an academically-related activity. For consortium students it is either the mid-point of the payment period or the last documented date of attendance in an academically-related activity as provided by the Host school. If a student attends through 60 percent of the payment period, all Title IV aid is considered earned.

Definitions

Return of Title IV Calculation – A required calculation to determine the amount of aid earned by the student when the student does not attend all days scheduled to be completed within a payment period. (Student is considered withdrawn, whether any credits were completed or not)

Overaward – [not the same as Return of Title IV calculation] -A required recalculation of Pell Grant and other aid due to the student dropping or not attending courses required for the status awarded (full-time, three-quarter time, half-time, less than half-time); This is required at any point information is received that changes student status. Reductions in aid will always be required for students whose status changes due to dropped classes or classes not attended.

Clarification of New Regulations

- A student who attends and completes at least one course that spans the entire payment period will have earned the aid for the payment period (as adjusted for dropped courses or courses not attended).

- School must be able to demonstrate that student actually attended each course, including any course with a failing grade. Student must demonstrate attendance by participating in an academically-related activity. Documentation of attendance must be made by the school. A student’s self-certification of attendance is NOT acceptable unless supported by school’s documentation. Examples of attendance include:
  - Submitting an academic assignment;
  - Exam, an interactive tutorial, or computer-assisted instruction;
  - Study group that is assigned by the College;
  - Participating in an online discussion about academic matters; and
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
  (Logging in to an on-line class does NOT count as attendance)

- A student who withdraws from a course within the term or session is considered to be withdrawn for Title IV Aid unless they are attending another course for the same term or session. A student is considered to have withdrawn even if they are registered for future term or session dates. Therefore, a student must confirm his/her intent to attend. To do this the student must respond to the question on the course withdrawal form indicating intent to attend (within 45 days) a future course within the semester, or the student is considered to be a withdrawal; and a Return of Title IV calculation must be completed. (If a
student doesn’t actually attend that future class, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

- A student who receives a failing grade for a course within the term must still be attending another course within the term or is considered to be a withdrawal, even if registered for future classes starting within the same semester. The student must provide at the time of notification from the Office of Financial Aid a written letter of intent to attend a future course within the semester, or the student is considered to be a withdrawal; and a Return of Title IV calculation must be completed. (If a student doesn’t actually attend that future class, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

**Information the Office of Financial Aid gathers to determine withdrawal information:**

- Did the student cease to attend a scheduled course? (if yes, ask the next question.)

- At the time the student stopped attending this course, was he/she continuing to attend other courses? (if no, ask the next question. If yes, student is not a withdrawal.)

- At the time of withdrawal, did the student provide written confirmation of anticipated attendance in a later starting date and registered course within the term? (If no, a Return of Title IV calculation is required. If yes, no Return of Title IV calculation is required unless the student doesn’t attend or quits the future course.)

- Has the Office of Financial Aid received a written letter of intent to attend (within 45 days) a future course within the semester? *This written confirmation must be received by the Office of Financial Aid prior to the start of the next term or the Return of Title IV calculation will stand.* (If no, Return of Title IV calculation will stand. If yes, the Return of Title IV calculation will be rescinded; If a student doesn’t actually attend that future course, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

The student should contact the academic counselor for implications to their academic progress.

Please read through the following scenarios to see if your question is addressed. Students with additional questions should contact the Office of Financial Aid to inquire about implications to their aid.

**Sample scenarios:**

- **✓ Student has registered for 6 credits, 3 credits term 1 & 3 credits term 2**
  - ○ Student completes term 1 course with a passing grade and is still scheduled for term 2 course
  - ○ Student withdraws from term 2 course
    - R2T4 is required

- **✓ Student has registered for 6 credits, 3 credits term 1 & 3 credits term 2**
  - ○ Student officially withdraws from term 1 course and is still scheduled for term 2 course
  - ○ Student completes online withdrawal form and states intent to attend a future course that begins later in the semester *prior* to the start of that term
    - R2T4 is NOT required

- **✓ Student has registered for 6 credits, 3 credits term 1 & 3 credits term 2**
  - ○ Student completes online withdrawal form and states that he/she will NOT attend a future course that begins later in the semester *prior* to the start of that term
    - R2T4 is required
    - The Registrar’s Office will drop future course(s) for the semester
✓ Student registered for 6 credits, term 1 only
   ○ Student officially withdraws from both term 1 courses
   ○ Student completes online withdrawal form and states that he/she **will attend** a future course that begins later in the semester prior to the start of that term
     ▪ R2T4 is required
   ○ Student adds term 2 courses
     ▪ Since student has submitted letter of intent through withdrawal form to attend a future course, Return of Title IV Calculation is rescinded and aid revised; (If a student doesn’t actually attend that future class, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

✓ Student registered for 6 credits, term 1 only
   ○ Student officially withdraws from both term 1 courses
   ○ Student completes online withdrawal form and states that he/she **will NOT attend** a future course that begins later in the semester prior to the start of that module
     ▪ R2T4 is required
   ○ Student adds term 2 courses
   ○ Student **must submit letter of intent** to attend a future course in order for the Return of Title IV calculation to be rescinded and aid revised. The Return of Title IV calculation will stand if the letter of intent is not received by the Office of Financial Aid prior to the start date of future courses; (If a student doesn’t actually attend that future class, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

The Office of Financial Aid will review Title IV recipients at the end of each term. **Students who receive grades of W, AW, and F will be reviewed to determine if the R2T4 calculation is required.**

✓ Student registered for 6 credits, 3 credits term 1 & 3 credits term 2
   ○ Student receives grades W, AW or F for term 1 course and enrolled term 2
     ▪ R2T4 is required
   ○ The Office of Financial Aid will notify the student via their Charter Oak email account that they must provide a written letter of intent to attend (within 45 days) a future course within the semester or the Return of Title IV calculation will stand.
   ○ Student submits written letter of intent to attend (within 45 days) a future course within the semester
   ○ R2T4 is rescinded; (If a student doesn’t actually attend that future class, a Return of Title IV calculation is required; last date of attendance dates back to originally confirmed withdrawal date.)

**Per federal regulations the written letter of intent will not be accepted after next term courses have begun.**

**The College will use the last date of attendance to compute the R2T4 formula.**

The last date of attendance is based on Student Attendance in courses is defined as the active participation in the course. Student attendance is defined as the active participation in the course. Active participation may vary depending on the individual course. However, at a minimum, each course must have two weekly mechanisms for student participation, which can be documented. For example: completion of tests/quizzes; submission/completion of formal assignments and graded, threaded discussions through discussion board.

Students who do not contact their instructor through the Learning Platform by the end of the first week
will be administratively withdrawn from the course. Students who fail to maintain active participation in a
course for two consecutive weeks will be administratively withdrawn from the course. An administrative
withdrawal will not relieve a student of responsibility for the fees related to the course.

When instructors report grades at the end of the semester, they must report additional information for
any student who is receiving a failing grade. Instructors are required to report whether or not the student
attended class throughout the semester, whether the student stopped attending. If the student stopped
attending, the instructor must indicate the last date of attendance.

Once the deadline for posting grades has passed, the Office of Financial Aid identifies all Title IV students
who received no passing grades.

Students in the following categories will have all charges recalculated under the Return of Title IV
Funds calculation formula:

• students who withdraw and/or fail all courses;
• students with a semester GPA of 0.00;
• students who do not return after an approved leave of absence;
• students who stop attending.

In accordance with federal regulations, when financial aid is involved, refunds are returned in the
following order:

1. Unsubsidized FFELP/ Direct Stafford Loan
2. Subsidized FFELP/ Direct Stafford Loan
3. Federal Perkins Loan
4. FFELP/ Direct PLUS Loan (Graduate)
5. FFELP/ Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. Academic Competitiveness Grant
8. National Smart Grant
9. Federal SEOG
10. Other Title IV Programs (not including Federal Work Study)

The College must return the unearned amount of the Title IV assistance.

The student must return the difference, if any, between the amount of unearned aid and the amount the College
must return. In most circumstances, when the student receives Title IV assistance greater than the amount of
institutional charges, the student will more than likely be required to return some or all of the funds. However, if a
student is required to return grant funds, he or she is given special consideration by the U.S. Department of
Education and the grant amount that is due for return is reduced by half.

The requirements for Title IV refunds when students withdraw are separate from any refund policy that the
College may have. Therefore, the student may still owe funds to the College to cover unpaid institutional charges.
The College may also attempt to collect from the student any Title IV program funds that the College was required
to return.
Repayment of Federal Funds Policy
All students need to be aware of how Charter Oak State College implements these requirements.

1. This policy affects students who completely withdraw, officially or unofficially, from all courses during a semester.
2. This policy also affects students who fail and/or is administratively withdrawn (AW) from all courses during a semester.
3. When a financial aid recipient withdraws or fails all courses, the student is considered to have “earned” a portion of financial aid equal to the percentage of the payment completed. The last date of attendance is determined by the last date of course activity by the student.
4. If the student withdraws after 60% (or more) of the payment period, the student is considered to have “earned” all of his or her federal aid for the term. No repayment is necessary.

Payment Periods are determined by the dates of enrollment. For example:

   A student is enrolled in Term 1 and Term 2 courses.
   Term 1 begins August 29 and ends October 22.
   Term 2 begins October 24 and ends December 17.
   The payment period is determined by using the start date of Term 1 (August 29) and the end date of Term 2 (December 17). The student will have to attend 60% of the payment period, in this example 67 days, in order to have earned 100% of their aid.

A copy of the Return of Title IV Fund Worksheet used to determine the return of Title IV funds will be provided to the student from the College’s Bursar’s Office. If you have questions regarding the calculation, please contact the Office of Financial Aid at 860-832-3872.