

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3231

TITLE: RETURN OF TITLE IV FUNDS

BASED ON POLICY: 3.23 STUDENT FINANCIAL AID AND FEE WAIVERS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To provide procedures for the return of Title IV funds when funds are not earned

II. Procedure:

- A. Funds are not earned when a student withdraws before 60% completion of the period of enrollment in each term. A proration schedule is used to determine the amount of the Title IV funds not earned at the time of the withdrawal. If the amount disbursed to the student is more than the amount the student would have earned up through the 60% point, the College must perform a Title IV Return (R2T4) calculation (which is based on the period of enrollment) to return funds to the appropriate financial aid programs.
- B. South Florida State College's (SFSC) Financial Aid Office (FAO) will determine the amount of Title IV funds not earned by the student that must be returned according to the provisions of the Higher Education Amendments of 1998. The return of these funds will result in the student owing a balance to the College and/or the federal government. Repayment is determined based upon:
 1. The date the student begins the official withdrawal process or provides official notification to SFSC of his/her intent to complete a total withdrawal
 2. If the student did not begin the official withdrawal process or provide notification of his/her intent to withdraw, the date the FAO determines that the student withdrew would be the last date of attendance reported by the instructors or the date that SFSC becomes aware that the student ceased attendance.

3. The FAO will review unofficial withdrawals and unacceptable grade reports no later than 30 days after the end of the period of enrollment.
 4. The student is responsible for all unearned Title IV program assistance as cited in federal regulations "Initial amount due from student" 34CFR 668.22(h).
 5. The student is obligated to return any Title IV overpayment due to funds unearned in the same order that is required for SFSC as cited in federal regulations "Grant overpayment" 34CFR 668.22(h)(4) (see below).
- C. SFSC must return Title IV funds to the financial aid program from which the student received aid during the period of enrollment in the (hierarchy) order as cited in federal regulations 34CFR668.22(1).
1. Unsubsidized Federal Direct Stafford Loans
 2. Subsidized Federal Direct Stafford Loans
 3. Federal PLUS loans
 4. Federal Pell Grants
 5. Federal Supplemental Educational Opportunity Grants (SEOG)
 6. Iraq Afghanistan Service Grant
- D. SFSC must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal as cited in federal regulations "Time frame for return of Title IV funds" 34CFR668.22(j)(1).

HISTORY: Last Reviewed: 10/2/20

Adopted: 7/19/90

Reviewed: 5/15/15, 10/2/20

Revised: 12/4/01, 6/1/05, 5/20/08, 12/15/09, 5/01/12, 10/22/19