



# CALIFORNIA CAREER SCHOOL

*Our Students Drive Our Success!*

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OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

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## RETURN OF TITLE IV FUNDS (R2T4)

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### Policy and Procedures

The return of Title IV funds is administered by the Student Financial Aid Department. This policy applies to students who withdraw (official, unofficially) or are dismissed from enrollment therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

However, the Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy,. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Pell Grants. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

### Withdrawal before 60%:

California Career School must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period. California Career School will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/ she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

### Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, California Career School will still determine whether the student is eligible for a post-withdrawal disbursement.

### Withdrawals:

A student's official withdrawal date is determined by using one of the following:

- The date he/she officially withdrew with the Office of the Registrar during the Registrar's withdrawal period.
- The date the student submitted his petition to withdraw to the Office of the Registrar if the Office of the Registrar's withdrawal period has ended and the student successfully petitioned to withdraw.
- The date the student was expelled/dismissed from California Career School

In the event that a student does not go through the proper withdrawal procedures the student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the semester.
- The last date that the student attended class or checked out of their dorm room, whichever is later.

The student must inform in a timely fashion, in person or by email if personal appearance is not possible, the Student Financial Services Office at [michelle.markling@californiacareerschool.edu](mailto:michelle.markling@californiacareerschool.edu) of any withdrawal occurring during a semester.

California Career School determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program.

### **The return of Title IV funds policy follows these steps:**

#### Step 1: Student's Title IV information

- A) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) for the period in which the student withdrew.

A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.

- B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period in which the student withdrew.

#### Step 2: Percentage of Title IV Aid Earned:

California Career School will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the period in which the student with drew. The total number of calendar day in a semester shall exclude any scheduled breaks of more than five days.

Days Attended ÷ Days in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

### Step 3: Amount of Title IV Aid Earned by the Student

California Career School will calculate the amount of Title IV Aid earned as follows:

The percentage of title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

Total Aid Disbursed x Percentage Completed = Earned Aid

### Step 4: Amount of Title IV Aid to be Disbursed or Returned:

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

### Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid advisor.

Institutional and student responsibility in regard to the Federal Return of Title IV Funds policy California Career School's responsibilities in regard to the Return of Title IV funds policy include:

- 1) Providing each student with the information given in this policy;
- 2) Identifying students affected by this policy and completing the Return of Title IV Funds calculation;
- 3) Informing the student of the result of the Return of title IV Funds calculation and any balance owed to California Career School as a result of a required return of funds;
- 4) Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower's holder of federal loan funds of the student's withdrawal date;
- 5) Notifying of eligibility for a Post-Withdraw Disbursement, if applicable;

The student's responsibilities in regard to the Return of Title IV Funds policy include:

- 1) Becoming familiar with the Return of Title IV Funds policy and how withdrawing from all his courses effects eligibility for Title IV aid;
- 2) Resolving any outstanding balance owed to California Career School resulting from a required return of unearned Title IV aid.