	Return to Title IV Procedure (R2T4)	Code:	INTEC-PDGF-002
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		Version Date:	25/11/2020

<b>Process Name:</b>	Return to Title IV Procedure (R2T4)	<b>Person In Charge:</b> Finance Division
<b>Process Type:</b>	Code	

### 1. Objective:

Determine the guidelines that regulate the process of reimbursement of funds from Title IV by the Instituto Tecnológico de Santo Domingo (INTEC), to the U.S. Department of Education.

### 2. Scope:

It applies to all students participating in the program of Title IV who have made full or partial withdrawals and Drop offs.

### 3. Definitions and Terms:

**3.1 Academic Year:** For the purposes of the Federal Loan Program, it shall consist of three quarters.

**3.2 Title IV Fund Returns:** Reimbursement to be made to the U.S. Department of Education when the aid earned is less than the help disbursed. The institution and the student are responsible for returning unearned funds to the source fund.

**3.3 Full-Time undergraduate Student:** Student who takes twelve (12) credits or more during a quarter.


**3.4 Half-Time undergraduate Student:** Student taking at least six (6) credits per quarter.

**3.5 Less than Half-Time undergraduate Student:** Student taking less than (6) credits per quarter.

**3.6 Full-Time Student Master's or Specialty:** Student who takes six (6) credits or more during a quarter.

**3.7 Half-Time Student Master's or Specialty:** Student taking at least three (3) credits per quarter.

**3.8 Less than Half-Time Student Master's or Specialty:** Student taking less than (3) credits per quarter.

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**3.9 Approved leave of absence:** Specific period of time for which a student has received permission to not attend class.

**3.10 Total Withdrawals:** When a student does a total withdrawal of the academic load he or she is taking in a term.

**3.11 Drops:** These are withdrawals for justified events duly authorized by the corresponding areas.

**3.12 Post-withdrawal disbursement (PWD):** Is when the student did not receive all the funds earned according to the Title IV repayment calculation and is eligible for this disbursement.

**3.13 Title IV Funds:** These are funds from the Direct Loan program, aimed at U.S. citizen and resident students eligible for this type of financial assistance.

**3.14 ED:** Education Department

**3.15 DL:** Direct loans.

**3.16 R2T4:** Procedure to return unearned amount from Title IV funds for both the institution and the student.

**3.17 COD:** Platform of the Education Department used to create, disburse and return funds through Federal aid.


**3.18 OAF:** Financial Aid Office

**3.19 NSLDS:** National Student Loan Data System.

**3.20 G5:** It is the ED payment system that allows you to request payments, adjust, reduce and return Federal funds.

#### **4. Responsible and Responsibilities:**

**4.1 Financial Assistance Coordinator:** Responsible person for coordinating the processes related to Financial Aid.

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**4.2 Finance Division:** It is the area responsible for managing, in coordination with Financial Aid, the accounting processes in the students' accounts, applications and disbursements, as well as the distribution of the funds to be disbursed to the student.

**4.3 Registry Department:** Department responsible for enrollment, withdrawals, academic progress, and Student Status.

**4.4 Academic Area where the Student Belongs:** Academic areas are responsible of documenting and providing student information about their attendance and performance in each subject in which the student is enrolled.

**4.5 Fiscal Officer (G5):** Is the person who manages the G5.

## 5. Reference Documents:

5.1 INTEC-PGM-001 Procedure for the Administration of the Federal Student Loan Program

5.2 INTEC-RGA-001 Degree Academic Regulations.

5.3 INTEC-LOJR-001 Statutes of Instituto Tecnológico de Santo Domingo (INTEC), 2019.

5.4 INTEC-PDGF-001 Student Refund Procedure.


## 6. General guidelines:

**6.1** All designations, positions, and functions included in this procedure are applicable to both genders equally, since they may be referred to, occupied, or performed by men or women, without distinction.


**6.2** R2T4 refund calculations will be processed for students who make full withdrawals, students who have been suspended from the institution and students with official withdrawals.

**6.3** According to Federal Title IV Regulation, for students participating in the Federal Loan program, it is considered a withdrawal if the student ceases to attend classes for a period of time. For the purposes of calculating the possible refund of funds, the Registry Office provides the official withdrawal date.


**6.4** In the event that the student does not reach the minimum attendance required for a subject during an academic period, the Registry Office assigns the grade of "FN", due to excessive absence, as indicated in the INTEC Academic Regulations.

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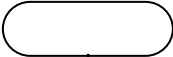
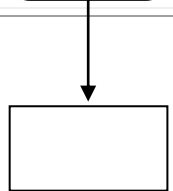
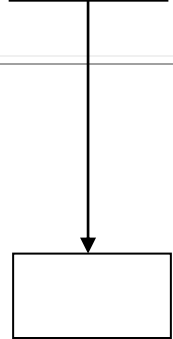
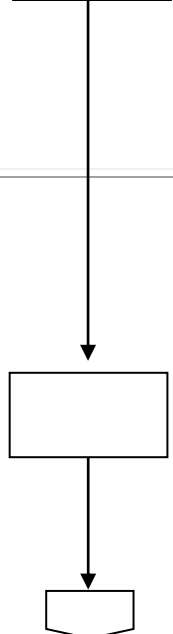
- 6.5** Title IV funds are provided under the assumption that the student attends the Academic Institution during the entire period for which the aid was granted. When a student makes a full withdrawal in a quarter, he or she can no longer be eligible to receive the amount that was earned for that quarter.
- 6.6** If a student proceeds to full withdrawal after receiving a loan disbursement, the amount of Title IV obtained by the student must be restated.
- 6.7** Two criteria are involved in calculating the refund of Title IV R2T4 funds: Total days of student attendance and Total days of the quarter. In addition, it is needed to have the information of the type of withdrawal, official withdrawal date and date of the student's last day of attendance.
- 6.8** The institution's determination date when the student withdraws must not be later than 14 days from the last date of attendance, as determined by the attendance records. The 14 days include holidays, breaks and weekends.
- 6.9** The withdrawal date is determined with the last day of most recent attendance, according to the attendance record.
- 6.10** If the R2T4 calculation for the student is equal to the "earned" aid, no further action is required by the Financial Aid Officer.
- 6.11** If the R2T4 calculation for the student is less than the "earned" aid, the student is entitled to receive a post-withdrawal disbursement.
- 6.12** If the R2T4 calculation for the student is greater than the "earned" aid, the difference in the loan must be returned by the student to the appropriate Title IV aid program.
- 6.13** Title IV funds are obtained on a pro-rata basis, through the Education Department COD R2T4 platform, if the percentage by INTEC is greater than 60%, it is considered that the institution will have earned 100% of the funds for the academic period.
- 6.14** If the percentage by INTEC is 60% or less, it is the institution's obligation to return the unearned funds within 45 days.
- 6.15** The maximum time to complete the procedure of R2T4 is 45 calendar days from the date of total withdrawal or withdrawal.
- 6.16** The student must be notified of the return of title IV before 30 days, from the date of his last day of classes.

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- 6.17** The student will receive a letter from the Financial Aid office with a copy of the return of funds calculation. The student must follow the instructions in the letter and read carefully to pay any funds owed.
- 6.18** For any loan funds that the student must return, he or she will repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the loan holder over a period of time.
- 6.19** In the student's file will remain:
- A.** R2T4 calculation record.
  - B.** Record of the student's COD account before making an adjustment.
  - C.** Record of the student's COD account after making an adjustment.
  - D.** Record of return of funds to the Education Department G5.
  - E.** Record of Withdrawal from the Institution (last day of attendance support).
- 6.20** A leave of absence (LOA) for R2T4 purposes is an interruption in the study program of a student. LOA refund procedure is carried out according to the criteria of the Federal Regulation. **Agregar**
- 6.21** The post-withdrawal disbursement may not be for a second disbursement or a consecutive disbursement of Federal Direct Loans.
- 6.22** The post-withdrawal disbursement will not be paid for the student who is in his first term and is receiving a federal loan for the first time, unless he has completed 30 days of enrolling in college.
- 6.23** In case the student is eligible for the post-withdrawal disbursement (PWD), college will have to make the disbursement no more than 180 days after the determination of eligibility.
- 6.24** The post-withdrawal disbursement will be informed through a communication to the student, within a period of no more than 30 days from the date of determination of the student's eligibility.
- 6.25** The student must respond in writing whether or not to accept total or partial post-withdrawal disbursement, within a period of no more than 14 days.
- 6.26** If the student does not report his decision to accept the post-withdrawal disbursement within the corresponding 14 days, the University will not disburse the funds earned.
- 6.27** The university will only charge the student the fees for the period. If the student has a previous debt, he or she must authorize in writing that these charges be charged.
- 6.28** The cases not covered by these regulations will be resolved, according to Article 25, section h) of the Statutes of the Statutes of Instituto Tecnológico de Santo Domingo (INTEC).

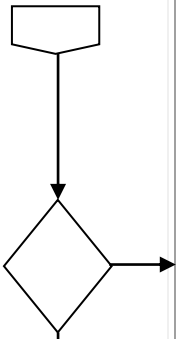
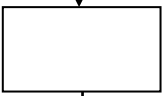
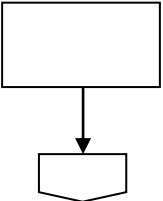
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## 7. Description of activities:

No.	Diagram	Activity	Activity Description	Person In Charge:	Documents and Records
0.		Start			N/A
1.		Student Notice	The student informs the Financial Aid Unit of his/her interest in withdrawing.	Student / Financial Aid Coordinator	Email Telephone call On-site
2.		Appointment of the student	The student is appointed to appear in person at the OAF, to explain the implications and consequences of his or her withdrawal. The student is allowed to explain the reasons for his decision.	Financial Assistance Coordinator:	Email Telephone call On-site
3.		To Induce the student	If the student's reason is not justified, we offer him/her options for a possible solution, so that he/she can continue at the institution with his/her Federal aid.	Financial Assistance Coordinator:	On-site

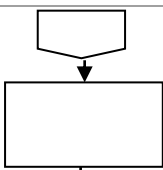

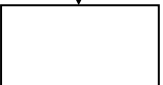
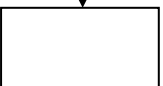
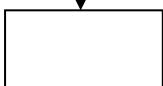
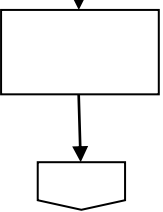
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No.	Diagram	Activity	Activity Description	Person In Charge:	Documents and Records
4.		Withdrawal choice?	<p>If yes, the student is asked to complete a form confirming that he or she was informed of the implications, attached to a letter explaining his or her reasons in writing, and move on to the next activity.</p> <p>In case of being No, end.</p>	Financial Assistance Coordinator	Withdrawal Notification Form/Letter
5.		Follow formal withdrawal process	The student is informed that they should make their formal withdrawal through the platform and their deadline for withdrawal, according to the academic calendar.	Financial Assistance Coordinator	On-site
6.		Check last day of class attendance	It is verified with the area to which the student's program belongs which was their last day of attendance in the classroom.	Financial Assistance Coordinator	Email

## Return to Title IV Procedure (R2T4)

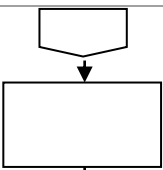
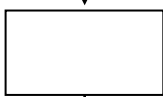

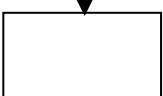
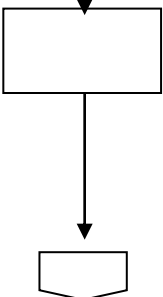
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No.	Diagram	Activity	Activity Description	Person In Charge:	Documents and Records
7.		Request withdrawal date	It is requested to the Directorate of Registration on the official date of withdrawal of the student.	Financial Assistance Coordinator	Email
8.		Update status	Student status is updated in NSL DS	Financial Assistance Coordinator	Federal NSLDS Platform
9.		Calculate R2T4	With this information we proceed to make the R2T4 calculation.	Financial Assistance Coordinator	Federal Platform COD R2T4
10.		Make an appointment for notification	The student is appointed to notify the result.	Financial Assistance Coordinator	On-site
11.		Provide Documentation	If the student did not have disbursements, it will be given only a spreadsheet and the notification where it indicates that the student will not have to make any disbursement to the ED.	Financial Assistance Coordinator	spreadsheet R2T4 / Notification R2T4
12.		Make Refund by student	If there is a refund by the student, the amount to be returned is indicated on the spreadsheet and the instructions to follow to proceed with the payment to the ED.	Financial Assistance Coordinator	spreadsheet R2T4



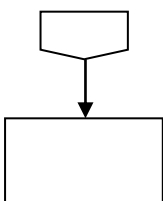
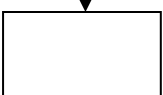
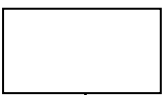
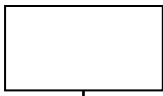
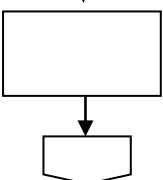
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No.	Diagram	Activity	Activity Description	Person In Charge	Documents and Records
13.		Adjust on student account	It is adjusted in the student's COD account according to the spreadsheet.	Financial Assistance Coordinator	Federal COD Platform
14.		Request funds	It is requested to Expenditures in the Department of Treasury, deposit in the Federal bank account the amount that the institution must return.	Financial Assistance Coordinator/ Expenditures	Email / Supports
15.		Deposit to Federal bank account	Expenditures deposits the requested amount in the Federal bank account	Expenditures	Transfer
16.		Communicate deposit	Expenditures notify the OAF that you have deposited the requested amount.	Expenditures	Email Bank Statement
17.		Communicate to the person in charge of handling G5	The Fiscal Officer (G5) is notified that there is an amount to be returned to the ED by delivering the corresponding supports.	Financial Assistance Coordinator Person G5	PrtScr of the COD / Rostes screen

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No.	Diagram	Activity	Activity Description	Person In Charge:	Documents and Records
18.		Verify the amounts	Fiscal Officer (G5) verify that the amounts to be returned are the same as those shown on the documents.	Person G5	Federal G5 Platform / Documents
19.		Make refund of INTEC amounts	The Person who handles G5 proceeds to return the corresponding amount.	Person G5	Federal G5 Platform
20.		Send automatic Mail	The ED sends an automatic email indicating the amount that was processed from the refund and indicates when the money will be deducted from the Federal account.	ED	Email
21.		Place all documents in the record	Everything related to the return, all physical support document, is placed in the student's file.	Administrative Assistant	Physical documents
22.		Submit a copy of the student's account.	The OAF delivers a copy of the student's account in NSLDS, where the process carried out in the student's account is displayed.	Financial Assistance Coordinator	Copy of the student's account. in NSLDS

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No.	Diagram	Activity	Activity Description	Person In Charge:	Documents and Records
23.			Student, informing him/her that the amount due to the institution has been returned and adjusted		
24.					

#### 8. Process indicators:

N/A

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### 9. Annexes:

#### Notification of Subject Withdrawal Economic Assistance Office

In compliance with the Consumer information policies of the Title IV program, you have been notified of the information needed for your knowledge and analysis of the implications of withdrawing from the program.

Hereby, I \_\_\_\_\_ ID# \_\_\_\_\_ have been informed by an officer of the Financial Aid Office of the implications, responsibilities and obligations I have as a student who received Title IV funds.

During my conversation with the Economic Assistance Officer we discussed the following topics:

- Federal funds Return Policy (R2T4) 60% or less of the term \_\_\_\_\_
- Academic Advancement Policies (SAP) \_\_\_\_\_
- Payment responsibility \_\_\_\_\_
- Default/Grace Period. \_\_\_\_\_
- Financial Implications for this period and the next term. \_\_\_\_\_
- Academic Implications for this period and the next term. \_\_\_\_\_

I have understood and am aware of the implications and responsibilities.

Subjects enrolled in the academic period \_\_\_\_\_

Name of the subject	Subject Key	Number of Credits
<b>Total Subjects</b>		<b>Total credits</b>

Subjects withdrawn during the academic period \_\_\_\_\_

Name of the subject	Subject Key	Number of Credits
<b>Total Subjects</b>		<b>Total credits</b>

Student's signature and date

Signature of Financial Assistance Officer

## Return to Title IV Procedure (R2T4)

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Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program			
Student's Name	<input style="width: 90%;" type="text"/>	Social Security Number	<input style="width: 90%;" type="text"/>
Date form completed	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	Date of school's determination that student withdrew	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment			
<i>Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)</i>			
STEP 1: Student's Title IV Aid Information			
Title IV Grant Programs		Amount Disbursed	Amount that Could Have Been Disbursed
1. Pell Grant 2. FSEOG 3. TEACH Grant 4. Iraq and Afghanistan Service Grant		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>A.</b>		<b>C.</b>	
Subtotal		Subtotal	
Title IV Loan Programs		Net Amount Disbursed	Net Amount that Could Have Been Disbursed
5. Unsubsidized Direct Loan 6. Subsidized Direct Loan 7. Direct Grad PLUS Loan 8. Direct Parent PLUS Loan		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>B.</b>		<b>D.</b>	
Subtotal		Subtotal	
		<b>E. Total Title IV aid disbursed for the period.</b> <b>A.</b> <input style="width: 100%;" type="text"/> <b>+ B.</b> <input style="width: 100%;" type="text"/> <b>E. \$</b> <input style="width: 100%;" type="text"/>	
		<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b> <b>A.</b> <input style="width: 100%;" type="text"/> <b>+ C.</b> <input style="width: 100%;" type="text"/> <b>= F. \$</b> <input style="width: 100%;" type="text"/>	
		<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b> <b>A.</b> <input style="width: 100%;" type="text"/> <b>B.</b> <input style="width: 100%;" type="text"/> <b>C.</b> <input style="width: 100%;" type="text"/> <b>+ D.</b> <input style="width: 100%;" type="text"/> <b>= G. \$</b> <input style="width: 100%;" type="text"/>	
STEP 2: Percentage of Title IV Aid Earned			
<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Start date	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Scheduled end date	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Date of withdrawal	
<p>A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.</p>			
<b>H. Percentage of payment period or period of enrollment completed</b> Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).			
<input style="width: 20%;" type="text"/> ÷ <input style="width: 20%;" type="text"/> = <input style="width: 20%;" type="text"/> . <input style="width: 20%;" type="text"/> % Completed days                      Total days			
<p>► If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.</p> <p>► If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.</p>			
<b>H.</b> <input style="width: 100%;" type="text"/> %			
STEP 3: Amount of Title IV Aid Earned by the Student			
Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).			
<input style="width: 20%;" type="text"/> % X <input style="width: 20%;" type="text"/> = <b>I. \$</b> <input style="width: 20%;" type="text"/> . <input style="width: 20%;" type="text"/> Box H                      Box G			
<p>► If the amount in Box I is greater than the amount in Box E, go to Item J (post-withdrawal disbursement).</p> <p>► If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).</p> <p>► If the amounts in Box I and Box E are equal, <b>STOP</b>. No further action is necessary.</p>			
<b>J. Post-withdrawal disbursement</b> From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.			
<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> = <b>J. \$</b> <input style="width: 20%;" type="text"/> . <input style="width: 20%;" type="text"/> Box I                      Box E			
<p><b>Stop here</b>, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).</p>			
Step 4 continued ►			

## Return to Title IV Procedure (R2T4)

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Version Date:	25/11/2020

Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

<p><b>Student's Name</b> <input style="width: 90%;" type="text"/></p> <p><b>Social Security Number</b> <input style="width: 90%;" type="text"/></p>	
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**STEP 4: Aid to be Disbursed or Returned CONTINUED**

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K.\$** .

Box E                      Box I

**STEP 5: Amount of Unearned Title IV Aid Due from the School**

**L. Institutional charges for the period**

Tuition	<input style="width: 100%;" type="text"/>
Room	<input style="width: 100%;" type="text"/>
Board	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>

**Total Institutional Charges** (Add all the charges together) = **L.\$** .

**M. Percentage of unearned Title IV aid**

100% -  % = **M.** . %

Box H

**N. Amount of unearned charges**

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

X  % = **N.\$** .

Box L                      Box M

**O. Amount for school to return**

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

**O.\$** .

**STEP 6: Return of Funds by the School**

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Programs**

Amount for School to Return

1. Unsubsidized Direct Loan	<input style="width: 100%;" type="text"/>
2. Subsidized Direct Staff Loan	<input style="width: 100%;" type="text"/>
3. Direct Grad PLUS Loan	<input style="width: 100%;" type="text"/>
4. Direct Parent PLUS Loan	<input style="width: 100%;" type="text"/>

**Total loans the school must return** = **P.\$** .

5 Pell Grant	<input style="width: 100%;" type="text"/>
6 FSEOG	<input style="width: 100%;" type="text"/>
7 TEACH Grant	<input style="width: 100%;" type="text"/>
8 Iraq and Afghanistan Service Grant	<input style="width: 100%;" type="text"/>

**STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student**

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

-  = **Q.\$** .

Box K                      Box O

► If Box Q is ≤ zero, **STOP** If greater than zero, go to Step 8

**STEP 8: Repayment of the Student's loans**

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

-  = **R.\$** .

Box B                      Box P

► If Box Q is less than or equal to Box R, **STOP**  
The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► If Box Q is greater than Box R, proceed to Step 9.

**STEP 9: Grant Funds to be Returned**

**S. Initial amount of Title IV grants for student to return**

From the initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

-  = **S.\$** .

Box Q                      Box R

**T. Amount of Title IV grant protection**

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.

X **50%** = **T.\$** .

Box F

**U. Title IV grant funds for student to return**

From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).

-  = **U.\$** .

Box S                      Box T

► If Box U is less than or equal to zero, **STOP** If not, go to Step 10.

**STEP 10: Return of Grant Funds by the Student**

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

**Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

**Title IV Grant Programs**

Amount To Return

1. Pell Grant	<input style="width: 100%;" type="text"/>
2. FSEOG	<input style="width: 100%;" type="text"/>
3. TEACH Grant	<input style="width: 100%;" type="text"/>
4. Iraq and Afghanistan Service Grant	<input style="width: 100%;" type="text"/>

## Return to Title IV Procedure (R2T4)

Code:	INTEC-PDGF-002
Version:	03
Version Date:	25/11/2020

Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET						
Student's Name		Social Security Number				
Date of school's determination that student withdrew		/ /				
<b>I. Amount of Post-withdrawal Disbursement (PWD)</b>						
Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet		Box 1		\$ .		
<b>II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account</b>						
Total Outstanding Charges Scheduled to be Paid from PWD (Note: Prior-year charges cannot exceed \$200.)		Box 2		\$ .		
<b>III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent</b>						
From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.						
\$ .		-		\$ .		=
Box 1		Box 2		Box 3		\$ .
<b>IV. Allocation of Post-withdrawal Disbursement</b>						
Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded down to the next whole dollar.						
If an institution only awards Pell Grants in whole dollars, the total award to the student for the period must be truncated down to the next whole dollar (e.g., \$1,233.56 truncated to \$1,233).						
Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Iraq Afghanistan Svc. Grant	N/A	N/A		N/A	N/A	
Subsidized Direct Loan						
Unsubsidized Direct Loan						
Direct Grad Plus Loan						
Direct Parent Plus Loan						
Totals						
<b>V. Authorizations and Notifications</b>						
Post-withdrawal disbursement loan notification sent to student and/or parent on		/ /				
Deadline for student and/or parent to respond		/ /				
<input type="checkbox"/> Response received from student and/or parent on / /		<input type="checkbox"/> Response not received				
<input type="checkbox"/> School does not accept late response						
<b>VI. Date Funds Sent</b>						
Date Direct Disbursement mailed or transferred		Grant		/ /		Loan
				/ /		



## Return to Title IV Procedure (R2T4)

Code:	INTEC-PDGF-002
Version:	03
Version Date:	25/11/2020

### Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name		Social Security Number	
Date form completed	/ /	Date of school's determination that student withdrew	/ /
Period used for calculation (check one)	<input type="checkbox"/> Payment period	<input type="checkbox"/> Period of enrollment	

Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)

#### STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.
1. Pell Grant			A. <input type="text"/>
2. FSEOG			+ B. <input type="text"/>
3. TEACH Grant			= E. \$ <input type="text"/>
4. Iraq and Afghanistan Service Grant			
	A. <input type="text"/>	C. <input type="text"/>	
	Subtotal	Subtotal	+ F. \$ <input type="text"/>
			= F. \$ <input type="text"/>
<b>Title IV Loan Programs</b>	<b>Net Amount Disbursed</b>	<b>Net Amount that Could Have Been Disbursed</b>	<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b>
5. Unsubsidized Direct Loan			A. <input type="text"/>
6. Subsidized Direct Loan			B. <input type="text"/>
7. Direct Grad PLUS Loan			C. <input type="text"/>
8. Direct Parent PLUS Loan			+ D. <input type="text"/>
	B. <input type="text"/>	D. <input type="text"/>	= G. \$ <input type="text"/>
	Subtotal	Subtotal	

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

Withdrawal date / /

**H. Determine the percentage of the period completed:**  
Divide the clock hours scheduled to have been completed as of the withdrawal date in the period by the total clock hours in the period.

÷  =  %

Hours scheduled to complete      Total hours in period

► If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.

► If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3. **H.  %**

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

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

% x  = **I. \$**

Box H      Box G

#### STEP 4: Title IV Aid to be Disbursed or Returned

- If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement).
- If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

##### J. Post-withdrawal disbursement

From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.

-  = **J. \$**

Box I      Box E

If there's an entry for "J," **Stop here**, and enter the amount in Box I on Page 3 (Post-withdrawal disbursement tracking sheet).

##### K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the Amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

-  = **K. \$**

Box E      Box I



## Return to Title IV Procedure (R2T4)

Code:	INTEC-PDGF-002
Version:	03
Version Date:	25/11/2020

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

<p><b>Student's Name</b> <input style="width: 100%;" type="text"/></p> <p><b>Social Security Number</b> <input style="width: 100%;" type="text"/></p>	<p><b>STEP 5: Amount of Unearned Title IV Aid Due from the School</b></p> <p><b>L. Institutional charges for the period</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tuition</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Room</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Board</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Other</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Other</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Other</td><td><input style="width: 100%;" type="text"/></td></tr> </table> <p>Total Institutional Charges (Add all the charges together) = <b>L.\$</b> .</p> <p><b>M. Percentage of unearned Title IV aid</b></p> <p>100% - <input style="width: 50px;" type="text"/> % = <b>M.</b> . %</p> <p style="text-align: center; font-size: small;">Box H</p> <p><b>N. Amount of unearned charges</b></p> <p>Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M).</p> <p><input style="width: 50px;" type="text"/> X <input style="width: 50px;" type="text"/> % = <b>N.\$</b> .</p> <p style="text-align: center; font-size: small;">Box L      Box M</p> <p><b>O. Amount for school to return</b></p> <p>Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.</p> <p><b>O.\$</b> .</p>	Tuition	<input style="width: 100%;" type="text"/>	Room	<input style="width: 100%;" type="text"/>	Board	<input style="width: 100%;" type="text"/>	Other	<input style="width: 100%;" type="text"/>	Other	<input style="width: 100%;" type="text"/>	Other	<input style="width: 100%;" type="text"/>																		
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They are repaid to the loan holders according to the terms of the borrower's promissory note.</p> <p><input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> = <b>R.\$</b></p> <p style="text-align: center; font-size: small;">Box B      Box P</p> <p>► If Box Q is less than or equal to Box R, <b>STOP</b> The only action a school must take is to notify the holders of the loans of the student's withdrawal date.</p> <p>► If Box Q is greater than Box R, proceed to Step 9.</p> <p><b>STEP 9: Grant Funds to be Returned</b></p> <p><b>S. Initial amount of Title IV grants for student to return</b></p> <p>From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).</p> <p><input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> = <b>S.</b> .</p> <p style="text-align: center; font-size: small;">Box Q      Box R</p> <p><b>T. Amount of Title IV grant protection</b></p> <p>Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%.</p> <p><input style="width: 50px;" type="text"/> X <b>50%</b> = <b>T.</b> .</p> <p style="text-align: center; font-size: small;">Box F</p> <p><b>U. Title IV grant funds for student to return</b></p> <p>From the Initial amount of Title IV grants for student to return (Box S) subtract the Amount of Title IV grant protection (Box T).</p> <p><input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> = <b>U.</b> .</p> <p style="text-align: center; font-size: small;">Box S      Box T</p> <p>► If Box U is less than or equal to zero, <b>STOP</b> If not, go to Step 10.</p> <p><b>STEP 10: Return of Grant Funds by the Student</b></p> <p>Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.</p> <p><b>Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title IV Grant Programs</th> <th style="text-align: center;">Amount To Return</th> </tr> </thead> <tbody> <tr><td>1. Pell Grant</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>2. FSEOG</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>3. TEACH Grant</td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>4. Iraq and Afghanistan Service Grant</td><td><input style="width: 100%;" type="text"/></td></tr> </tbody> </table>	Title IV Grant Programs	Amount To Return	1. 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## Return to Title IV Procedure (R2T4)

Code:	INTEC-PDGF-002
Version:	03
Version Date:	25/11/2020

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET						
Student's Name		Social Security Number				
Date of school's determination that student withdrew		/ /				
<b>I. Amount of Post-withdrawal Disbursement (PWD)</b>						
Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet		Box 1		\$ .		
<b>II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account</b>						
Total Outstanding Charges Scheduled to be Paid from PWD (Note: Prior-year charges cannot exceed \$200.)		Box 2		\$ .		
<b>III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent</b>						
From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.						
\$ .		-		\$ .		=
Box 1		Box 2		Box 3		\$ .
<b>IV. Allocation of Post-withdrawal Disbursement</b>						
Because COD will only accept whole dollar entries for Direct Loans, a Direct Loan disbursement will have to be rounded down to the next whole dollar.						
If an institution only awards Pell Grants in whole dollars, the total award to the student for the period must be truncated down to the next whole dollar (e.g., \$1,233.56 truncated to \$1,233).						
Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
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Subsidized Direct Loan						
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Totals						
<b>V. Authorizations and Notifications</b>						
Post-withdrawal disbursement loan notification sent to student and/or parent on		/ /				
Deadline for student and/or parent to respond		/ /				
<input type="checkbox"/> Response received from student and/or parent on / /		<input type="checkbox"/> Response not received				
<input type="checkbox"/> School does not accept late response						
<b>VI. Date Funds Sent</b>						
Date Direct Disbursement mailed or transferred		Grant	/ /		Loan	/ /



## Return to Title IV Procedure (R2T4)

Code:	INTEC-PDGF-002
Version:	03
Version Date:	25/11/2020

### Information Required When a School Refers Student Overpayments to the Default Resolution Group (Referrals Must Be Provided on School Letterhead)

#### Student Information

Name (Last, First, MI): \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

If the overpayment includes a TEACH Grant, enter the Award Identifier (ID) used when the award was created in COD.

TEACH Award ID: \_\_\_\_\_

#### Parent/Spouse Information

Name (Last, First, MI): \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

#### School Information

If your Pell Reporting ID is different than your Pell Attended ID, please provide both. Otherwise, just report the Pell Attended ID.

Reporting School's Pell ID Number: \_\_\_\_\_ Attending School's Pell ID Number: \_\_\_\_\_

If your school does not have a Pell ID, enter your OPE ID: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

#### Disbursements and Repayments

	Pell Grant	FSEOG <sup>1</sup>	TEACH Grant
Award year in which overpayment was disbursed:	_____	_____	_____
Total grant disbursed:	_____	_____	_____
Dates of disbursement: (Must match NSLDS overpayment record)	_____	_____	_____
Overpayment amount owed by student *	_____	_____	_____
Total grant repaid by student to school, if any:	_____	_____	_____
Date of last payment to school, if any:	_____	_____	_____
Total being referred for collection:	_____	_____	_____


<sup>1</sup> If using individual or aggregate matching, report federal share only. Otherwise report total FSEOG.

\* If the overpayment is the result of a withdrawal, provide the date of the withdrawal.

If the overpayment is **not** the result of a withdrawal, please provide a brief explanation of the reason for the overpayment.

\_\_\_\_\_  
\_\_\_\_\_

SEND INFORMATION TO ➡ Student Loan Processing Center-Overpayments  
P.O. Box 4157  
903-454-2243 ⬅ FAX Greenville, Texas 75403

 <small>INSTITUTO TECNOLÓGICO DE SANTO DOMINGO</small>	Return to Title IV Procedure (R2T4)	Code:	INTEC-PDGF-002
		Version:	03
		Version Date:	25/11/2020

History of Change			
Applies to Version	Date	Section	Description
02	09/01/2020	3	Added definitions of Post-withdrawal disbursement (PDW)
02	09/01/2020	5	Updated code and name of the Document
02	09/01/2020	6	Updated the guidelines 6.2, 6.8, 6.9, 6.18 and added from guidelines 6.20 to 6.27

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