

Arkansas Colleges of Health Education

Return of Title IV Policy (R2T4)

The Arkansas Colleges of Health Education adheres to the federal regulations as set forth in the current *FSA Handbook* for the administration of R2T4 policies and procedures, 34 C.F.R. §668.22 in all respects. Students are expected to attend school for the entire period federal funds are awarded. Withdrawal for any reason may result in unearned aid being returned to the Department of Education. Unearned aid is defined as federal aid a student is no longer eligible to keep due to withdrawal. The Office of Financial Aid will calculate unearned aid and if the amount disbursed is greater than the amount earned, unearned funds will be returned.

This policy applies to students' who **withdraw for any reason, fail to return from a leave of absence, or are dismissed from enrollment** at Arkansas Colleges of Health Education.

R2T4 Funds Policy

The amount of earned federal aid is based upon the amount of time a student attends academic courses and the total amount of aid received. Please refer to the tuition refund policy regarding institutional charges and withdrawal. Only Title IV funds are considered in the R2T4 calculation.

Unearned aid is calculated in the R2T4 to determine if a student did not earn the amount(s) and fund(s) that were disbursed based upon the percentage of the academic period before they withdrew. Students who do not attend 60% of the payment period will have a pro-rata schedule used for the R2T4. Students who attend after the 60% point in the payment period will have earned 100% of funds from Title IV, HEA funds. However, the institution must complete a R2T4 to determine if the student was eligible for a post-withdrawal disbursement.

Institutional charges are initial charges assessed for the entire payment period and are used to determine the portion of unearned Title IV aid that the school is responsible for returning. Non-institutional charges are not included in a R2T4 calculation.

If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the Department of Education in accordance with federal regulations from the appropriate programs in the following order (ACHE only has Graduate Programs):

- Unsubsidized Federal Stafford loans (other than PLUS loans)
- Federal Direct Plus loans received on behalf of the student
- Other Title IV, HEA assistance

If a student did not receive aid from a federal student aid program, then that program would be ineligible for a R2T4 return.

The Office of Financial Aid uses the Department of Education's R2T4 Aid Worksheet, to determine the R2T4 calculation. This worksheet is used to calculate the amount of earned and unearned portions of Title IV, HEA aid a student received based upon the percentage he or she completes for the payment period. The R2T4 Worksheet is available to a student upon request.

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The institution has 45 days from the student's official withdrawal date to return all unearned funds for which it is responsible. Students will be notified via written notice if repayment is required. Students will also be notified if they are eligible for a post-withdrawal disbursement. Those eligible for post-withdrawal disbursement must respond within 14 days to accept the post-withdrawal disbursement before the school returns said funds. Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

Last Date of Attendance for R2T4 purposes

The Office of Financial Aid will determine a student's withdrawal date for R2T4 calculations within 14 days after the student's last date of academic attendance as documented by the Arkansas Colleges of Health Education attendance records.

Percentage of Attendance

Students who withdraw from the institution during a payment period will have their percentage of attendance calculated and that percentage will be used in the R2T4. The percentage of attendance is calculated by dividing the total number of calendar days in that payment period into the number of calendar days completed during the payment period. Scheduled breaks of at least five days will be excluded from the calendar days.

Leave of Absence for Financial Aid Recipients

Students who are recipients of Title IV funds may have a Leave of Absence (LOA) approved or denied for financial aid purposes to not exceed 180 days. Students are ineligible to receive disbursement of the proceeds of a Direct Loan while on a leave of absence. This policy is separate and distinct from the Institution's Leave of Absence Policy.

Students who have an approved LOA are not subject to R2T4 calculations and will remain in an in-school status for Title IV loan repayment periods. Upon the student's return from the leave, s/he continues to earn Title IV aid previously awarded for the period. Students that have an approved LOA but who do not return as specified in the LOA will have the withdrawal date updated to the last official date of attendance. This could result in a change in his/her Title IV loan repayment periods.

Students who take an unapproved LOA will be subject to R2T4 calculations and their withdrawal date will be the date they requested the LOA.

Approved LOAs must meet all the following conditions:

- The school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request.
- The student must follow the school's policy in requesting the LOA.
- There must be a reasonable expectation that the student will return from the LOA.
- The school must approve the student's request for an LOA in accordance with the school's policy.

- The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional federal student aid.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- Upon return from an approved LOA, the student must resume the program of study at the same point in the academic program when s/he began the LOA.
- The school will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

Refund vs. Return to Title IV, HEA Funds

R2T4 requirements and processes are separate from the tuition refund policy. Funds may be owed to the College. Please consult the tuition refund policy for clarification in the ARCOM Student Handbook and Academic Catalog and/or request information from the ACHE Controller.

Return to Title IV, HEA Questions

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**