

Erwin Technical Center

RETURN OF TITLE IV AID

Title IV funds earned by a student who withdraws from a program prior to completion of the program is calculated within 14 days of the school determining that the student has left. This calculation is done by the Financial Aid Department.

The Financial Aid Department is notified of the withdrawal via a report generated by the Data Processing Department. The initial withdrawal is created by the instructor and sent to the Data Processing department in a timely fashion. Upon receipt of the withdrawal, all information is reviewed for accuracy by Data Processing and entered into the Student Grading System (student records data base). A daily withdrawal list is available to be printed, as needed.

When a Title IV eligible student withdraws prior to completion of full program hours, a calculation is made using the Return to Title IV form provided by the USDOE for clock hour institutions. The calculation determines the amount of Title IV funds the student has actually earned based, on his/her attendance and academic progress to date. The form calculating the amount of Title IV aid earned is kept in the student's financial aid file. Calculations are based on scheduled hours for withdrawals. Calculations are based on actual hours in the seat for full program completers who leave prior to a last Title IV disbursement. The calculation indicates the amount of funds that are to be returned to the Federal Program within 45 days from the institution's date of withdrawal determination.

Three different results may occur from the Return to Title IV calculation:

A. Student has Earned more than already received:

A student may be eligible for an additional Title IV disbursement (post withdrawal disbursement). The student is notified of the amount and the date the post withdrawal disbursement check will be available, in accordance with federal regulations.

B. Student has Earned exactly what he/she has already received:

When the calculation determines that the student has already been paid the exact amount earned, no further action in the Federal Government Disbursement system is required. A calculation is done at Erwin to determine if there is a tuition credit balance in the student's account. If a credit balance exists, a refund check is processed.

C. Student has Earned less than already received:

When this situation arises, the Financial Aid Office notifies the student of the overpayment amount and gives the student an opportunity to repay to ERWIN. Two types of repayment may be necessary: (1) the amount that the student owes Erwin, and/or (2) the amount the student owes the USDOE. If the student is unwilling or unable to return the funds owed to the USDOE as an overpayment, ERWIN forwards to USDOE the student's name, Social Security number, and other relevant information. The student is then notified that the matter has been turned over to the government. When it is the institution's responsibility to notify NSLDS of the overpayment, ERWIN does so via the Internet.

The student is obligated for any tuition, fees, books, or equipment not covered by the Title IV funds.