

Federal financial aid (Title IV funds) is awarded under the assumption that a student will attend SSCC for the entire payment period. In the event that a student totally withdraws from or ceases attendance in Title IV eligible courses, SSCC is required to determine the portion of federal financial aid the student earned for that payment period. The process to review and calculate the earned amount of federal aid is called "Return of Title IV Funds." If a student has not earned all of the awarded federal aid they may be responsible to return unearned aid to SSCC or the US Department of Education (ED). Failure to return unearned aid will result in loss of future eligibility for any Title IV financial aid.

Title IV funds include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Iraq and Afghanistan Service Grants
- Federal Direct Loans (student and parent PLUS)

SSCC's payment period is a semester. Courses that are scheduled for a period of weeks less than a full semester are considered modules.

Determination of Attendance:

Definition of attendance: A student is considered to have established attendance with at least one of the following academically related activities:

- Physical class attendance where there is the direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by the school
- Participation in an online discussion about academic matters (excludes introductory posts)
- Initiation of contact with the instructor to ask questions about an academic subject

Logging into MyCanvas is NOT considered academic in nature and therefore should not be used to report attendance.

Student Never Established Eligibility for Federal Financial Aid – Title IV Aid

The R2T4 requirements do not apply to a student who never establishes eligibility for Federal Financial Aid. A student who never attends any classes, or for whom Southern State Community College cannot document attendance in at least one Title IV eligible class, is not eligible for federal financial aid. Any aid disbursed based on anticipated enrollment must be returned to the applicable Title IV programs (this includes anticipated aid used to purchase books and/or supplies from the campus bookstore).

Determination of Withdrawal Date

Students may [withdraw](#) from classes up to and including the week before final exams by giving written notice of their intent to the Student Services Office. Courses withdrawn after the drop/add period will be assigned a grade of "W".

Faculty may request to withdraw students who have missed more than 20% of the total scheduled classes by completing the [Faculty Initiated Withdrawal Form](#). A faculty-initiated withdrawal will result in a final grade of 'WI'.

The withdrawal date for R2T4 calculation review is the later of one of the following:

- The date the student began the institution's withdrawal process or officially notifies the college's Records Office of their intent to withdraw; or
- The last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or
- The midpoint of the period for a student who leaves without notifying the institution.

The student may rescind his or her withdrawal if the student declares in writing his or her intent to complete the period of enrollment and continues attendance. However, if the student does then withdraw before completing the period, the withdrawal date is the later of:

- The date the student first (originally) notified the institution; or
- The last date of attendance at a documented "academically related activity".

Determination of Earned Aid

Determination of earned aid for students enrolled in all full-semester courses

During the first 60% of the payment period (semester), a student earns Title IV funds in direct proportion to the length of time they remain enrolled. To determine how much aid was earned, the number of days completed, the total number of days in the semester, and the total federal aid award is taken into consideration. A student who remains enrolled beyond the 60% point earns all aid for the period.

Determination of earned aid for students enrolled in at least one course offered as a module

****Effective July 1, 2021,****

To determine if a student is considered withdrawn and subject to the R2T4 calculation, the following have to be considered:

1. Is the student still enrolled in an active, Title IV eligible course for the payment period?
2. Did the student complete all graduation requirements for their program of study?

- 3. Did the student successfully complete, with passing grades, Title IV eligible coursework in a module or combination of modules that consist of 49% or more of the countable days in the semester?
- 4. Did the student successfully complete, with passing grades, Title IV eligible coursework equal to or greater than what the school considers to be half-time enrollment (6 credit hours) for the semester?
- 5. Did the student confirm attendance in writing for a Title IV eligible course(s) for a later module in the semester?

If the answer is "yes" to any of these questions, a student is not considered to be withdrawn and no R2T4 calculation is required.

R2T4 Calculation

The Financial Aid and Business Offices are responsible for the Return of Title IV Funds process.

Step One: Determine the number of days attended, and divide by the number of days in the period. The result is the percentage of days completed by the student.

NOTE: Enrollment percentage will be determined by the number of days in the semester (including weekends) divided by the number of days enrolled (including weekends). However, scheduled breaks five days long would be excluded from the calculation.

Step Two: Multiply the total accepted and eligible federal aid award by the percentage of days completed by the student. The result is "earned aid".

NOTE: Enrollment in modules will affect this step of the calculation. In addition, federal loans cannot be included in total aid if they are not accepted or if Entrance Counseling and/or the Master Promissory Note are incomplete or expired. First-time student loan borrowers who do not complete the first 30 days of the term will not be eligible to have loans included in the calculation of earned aid.

Step Three: Subtract earned aid from disbursed aid. The result is unearned aid.

If earned aid exceeds disbursed aid, additional funds may be disbursed (Late Disbursement). Additional disbursements are not allowed if the amount of earned aid is LESS than the total Title IV aid disbursed before the institution's determination that the student withdrew.

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of:

- The total amount of unearned aid; or
- Institutional charges multiplied by the percentage of aid that was unearned.

Institutional charges are tuition, course fees, and required books/supplies purchased with federal student aid from the campus bookstore. The calculation assumes that Title IV funds are directly disbursed to a student only after all institutional charges have been covered and that Title IV funds are the first resource applied to institutional charges. Institutional charges are those assessed prior to the student's withdrawal, not a reduced amount that might result from any institutional refund policy.

The student's share is the difference between the total unearned amount and the institution's share. The institution's share is allocated among the Title IV programs, in an order specified by statute before the student's share:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Parent Plus Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

After the student's share is fully allocated among the Title IV programs, the amount owed to a grant program is reduced by 50%.

The unearned Title IV funds must be returned to ED no later than 45 calendar days after the institution determines that the student withdrew. At SSCC, the institution returns all shares of unearned aid to the Department of Education. Any subsequent balance created due to this return of unearned aid is the responsibility of the student to make payment arrangements with SSCC's Business Office within 45 days of notification. Any remaining, earned loan funding still functions under the terms and conditions of the master promissory note.

Post Withdrawal Disbursements (PWD)

If a student completely withdraws from classes prior to their federal financial aid being fully disbursed, a calculation is completed to determine the amount of financial aid earned and is subsequently owed to the student in the form of a Post-Withdrawal Disbursement (PWD). If the student is due a portion of their grant funding in the PWD, SSCC will apply the earned funds to the student's account up to the outstanding balance. Written notification will be sent to the student regarding their PWD if:

- There is no outstanding balance owed to the institution
- The PWD of grant funding exceeds the outstanding balance
- A PWD of direct loans is owed

The PWD of grants exceeds the outstanding balance, or if a PWD of loans is owed. The student must respond to the Financial Aid Office within 14 days, in writing, to accept these earned funds. If the student does not authorize within 14 days the grant and/or loan will be canceled on the student's behalf.

Examples:

Example One:

Sarah enrolls as a first-year, first-time undergraduate for the 2021 Fall semester, which begins on August 23, 2021. On September 13, the Records Office confirmed that Sarah had established attendance in all of her Fall classes. On September 15, Sarah begins the school's official withdrawal process. The school determines Sarah completed 20 percent of the payment period and has, therefore, earned 20 percent of her Title IV aid.

Sarah withdrew before completing the first 30 days of her program of study, and the first disbursement of her loan was scheduled for September 25. Because the school does not originate first-time borrower Direct Loans until the 31st day (September 24 for the Fall semester), the loan is not considered aid that could have been disbursed when Sarah withdrew from classes.

Aid Offered for Period:

- \$3,248.00 Federal Pell Grant
- \$150.00 SEOG
- \$1,732.00 Direct Subsidized Loan (net proceeds)

Anticipated Aid (August 23, 2021):

- \$3,248.00 Federal Pell Grant
- + \$150.00 SEOG
- \$3,398.00

Ineligible Aid:

- \$1,732.00 Direct Subsidized Loan subject to 30-day delayed disbursement

Earned Aid:

\$ 3,398	x 20 %	= \$ 679.60
Disbursed Aid	Percentage Completed	Earned Aid

Example Two:

Chrystal, a federal aid recipient, enrolls for 15 credit hours Spring semester. The dates of the Spring semester are January 10, 2022 through May 7, 2022. The semester includes a Spring Break that begins March 6 and ends March 13; classes resume March 14. In January, Chrystal missed two weeks of classes due to illness. Feeling overwhelmed by all the coursework she must make up; she officially withdraws on January 28. What percentage of Chrystal's Title IV aid for the semester did she earn?

Number of calendar days in the semester = 110 (excluding the 9-day scheduled break)

Number of calendar days attended = 19

19 days attended

110 days in the semester = 0.1727 = 17.3%