



# INSTITUTO TECNOLOGICO DE PUERTO RICO

Technological Institute of Puerto Rico  
Return to Title IV Procedure  
2021-2022



GOVERNMENT OF PUERTO RICO  
COMMONWEALTH OF PUERTO RICO  
DEPARTMENT OF EDUCATION-ITPR

### **RETURN TO TITLE IV PROCEDURE**

All Institutions participating in Title IV program assistance are required to determine the earned and unearned portions of Title IV aid as of the date a student ceased attendance based on the amount of time the student spent in attendance. Every student applying for Title IV Educational Aid agrees to use these funds only for educational purposes. If the student for any reason unsubscribes or stops attending the institution, he or she may be able to return part of these funds granted according to the following policies.

Applies to students who complete 60% or less of the enrollment period (Fall or Spring) for which they received Federal Title IV, HEA Aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy.

The amount of Title IV assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. If the student withdraws before 60 percent of the session has elapsed, a percentage of Title IV, HEA funds will be returned to the federal program(s) based on the length of time the student is enrolled prior to withdrawal.

After 60 percent of the session (payment period) has elapsed, the student is considered to have earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this payment period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

If the student has an unearned portion of funds to be returned, the Office of Financial Aid will notify the student within 30 days of the procedure to repay the unearned funds. If a student receives less Federal Student Aid than the amount earned, the Institution will offer a disbursement of the earned aid that was not received, called a Post Withdrawal

Disbursement. If the student received, more than the amount earned, the Institution and the student, or both must return the unearned funds to the Department of Education within 45 days. The order for returning the funds is as follows; Direct Loan un-subsidy, Direct Loan with subsidy, Parent Plus Loans and Pell.

#### **OFFICIAL WITHDRAWAL**

Official withdrawal means that the approved procedure to withdraw from a course was followed by the student. To be considered official, the withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally.

The official date of the withdrawal is the date that the institution receive the official written notice. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal: The date the Institution receives the student's written communication of intent to drop a course or withdraw from the Institution.

The official withdrawal procedure applies to all courses, irrespective of delivery mode or course length. A student may rescind the notification in writing and continue enrollment. If the student subsequently withdraws from the Institution, the student's withdrawal date is the original date of notification of intent to withdraw.

#### **RETURN TO TITLE IV FUNDS CALCULATION**

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the Institution refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the Institution for the course.

Below is an example of the ratio used to calculate earned Title IV program assistance:

$$\frac{\text{Number of calendar days completed from start date of the payment period/period of enrollment to the last date of attendance}}{\text{Number of calendar days in payment period/period of enrollment}} = (\% \text{ of completed calendar days})$$

**% of completed calendar days X disbursement = Amount of aid earned by student**

All Title IV funds to be returned by the institution must be made no later than 45 calendar days after the date the school determines that the student withdrew.

If the Institution attempts to disburse the credit balance payment and the disbursement is not cashed or return, the institution must return the funds no later than 240 days after the date the Institution issued the check. If you did not receive all of the funds that you earned, you may be due a Post-withdrawal to disbursement.

Unearned grant funds, in any amount, that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50.00 or less. You must arrange with your school or the Department of Education to return the unearned grant funds if the grant is greater than \$50.00