



# Return of Title IV Funds

## Return to Title IV Funds

This document describes the Financial Aid, Veterans & Scholarship Services (FAVSS) Return of Title IV Aid (R2T4) policy that applies to students receiving federal student aid funds. This includes federal Pell & SEOG, work study and student loans programs. FAVSS is required by regulation to complete a Return of Title IV Calculation for any student that withdraws from all classes (ceases to attend) during a semester.

Title IV or student financial aid (SFA) is awarded to a student under the assumption that the student will attend school for the entire semester for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. The purpose of the calculation is to determine the earned and unearned amounts of federal aid the otherwise eligible student is entitled to.

If a student withdraws before completing more than 60% of the payment period (semester), the percentage of SFA funds earned will equal the percentage of the calendar days completed in the payment period prior to the withdrawal date or the last day of attendance. After the student has completed 60% of the payment period, he or she has earned 100% of the SFA funds disbursed.

## Student Responsibilities

Students are required to notify FAVSS of their withdrawal via their Palomar College student email address, in person, or by mail so that we may calculate a return in a timely manner. Additionally, FAVSS will run periodic reviews during the term to identify student and instructor drops (made using their eServices access). Once FAVSS determines the last day of attendance, the calculation will be completed and the student will be notified via email and U.S. mail.

The student will be informed of the amount and program if funds are required to be returned. The student will have 45 days to return the funds in full to the institution. If payment is not received, the student will be referred to the Department of Education for any student portion. If unpaid after 45 days, the student will lose federal financial aid eligibility until the funds have been paid.

**Note:** Palomar College will recoup institutional portions by placing a miscellaneous charge on the student's financial account. This will not affect federal financial aid eligibility, but will keep the student from enrolling, dropping classes, or receiving official academic transcripts and other services.

## Refund Policy

Students should be aware that though our school refund policy determines the charges students will owe after withdrawing, the refund policy will not affect the amount of Title IV aid the student earned under the Return calculation. Mandatory fees including enrollment, health, student center and non-resident fees will be included in the Return calculation.

Palomar College's refund policy is available online at:

<https://www2.palomar.edu/pages/fiscalservices/information-for-students/refund-policy/>