



Eastern Nazarene College
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Eastern Nazarene College Return to Title IV Refund Policy and Procedures

INTENT:	As a part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal assistance if a student completely withdraws from school in any term. A student begins earning Title IV funds on his or her first day of attendance. If a student completes 60% of their enrollment, they have earned 100% of their funds and no additional action is required. If a student withdraws before completing 60% of their enrollment, the school must perform a Return calculation using the number of days the student attended the institution, minus any scheduled breaks greater than five days. This process is known as an R2T4 Calculation.
POLICY APPLIES TO:	All federal grant and loan programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, Federal Parent PLUS Loan, Federal TEACH Grant programs and Iraq and Afghanistan Services Grant.
POLICY STATEMENT:	The Official Withdrawal date is the date the student signed the Official Withdrawal form as submitted to the Office of the Registrar. The Financial Aid Office will use this date for all students that officially withdraw from ENC, in determining the percentage of the pay period the student completed. For Unofficial withdrawals, the Financial Aid Office will use the 50% mark, or the last date of attendance at an academically related event (whichever is later). Because our AGS program recommends that attendance to be taken, we will run the R2T4 calculations based on the LDA only. The R2T4 calculation will be completed within 30 days of the official withdrawal date, or 30 days from the notification of the unofficial withdrawal. Beginning with the 2015-16 academic year, the Office of Financial Aid uses the R2T4 process in the ERP Colleague system for R2T4 calculations. Any unearned funds will be returned to the Department of Education within 45 days of notification of official or unofficial withdrawals. Any Post-Withdrawal disbursements will be offered to students in a written statement giving them the required time to notify us of the acceptance of the funds. If the student accepts the funds, they will be processed and applied to their student account.

PROCEDURES & STEPS TO COMPLETE R2T4 PROCESS

No Shows	<ul style="list-style-type: none">• Instructors will confirm the accuracy of their class roster.• Instructors will let the Registrar's Office know if there are students on the roster that have never attended a class. The notification will be given to the Registrar's Office by the census date.• The Registrar will cancel the student's registration from the class.• The Registrar will update Colleague system to reflect a "No Show", and the course will be dropped. Once the course is dropped, the system will automatically reverse any disbursed aid accordingly.
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Official Withdrawals	<ul style="list-style-type: none"> • The student completes the Official Withdrawal Form with the Registrar's Office. • The Registrar's Office sends the final signed copy of the Withdrawal Form to the Financial Aid Office. • R2T4 calculation is performed in Colleague. • The awards will automatically adjust in the Colleague system after the calculation is run. • Any adjustments to the student's award will adjust on the student account when the FATR and FATP transmittal and posting process is run in Colleague. This process is run once a week. • The Finance Office then returns the required funds back to G5. • A permanent copy of the calculation is a part of the student's history in the Colleague software system.
Unofficial Withdrawals	<ul style="list-style-type: none"> • At the end of the semester, the Financial Aid Office will work with the Registrar to get a list of all students that ended the semester with 0 credits earned, or a 0.00 GPA. • The Financial Aid Office will use the midpoint date or the LDA in the R2T4 calculation. • R2T4 calculation is performed in Colleague. • The awards will automatically adjust in the Colleague system after the calculation is run. • Any adjustments to the student's award will adjust on the student account when the FATR and FATP transmittal and posting process is run in Colleague. This process is run once a week. • The Finance Office then returns the required funds back to G5. • A permanent copy of the calculation is a part of the student's history in the Colleague software system.
Funds will be returned in the following order	<ul style="list-style-type: none"> • Unsubsidized Federal Direct Loan • Subsidized Federal Direct Loan • Federal Perkins • Federal Direct PLUS Loan • Federal Pell Grant • FSEOG Grant • Teach Grants