Processing Return of Title IV Funds

Bundle 39

Changed the RTIV process to no longer interrogate individual rows to obtain totals. Instead, the process now uses the "Calendar Method". This method determines the lowest begin and highest end date for all populated sessions to determine Total Days and then subtracts applicable session/holiday breaks and Completed Days as warranted by the Withdraw Date.

Field descriptions and other text are updated throughout the chapter to reflect this change. Not all changes are explicitly called out.

Common Elements Used in Processing Return of Title IV Funds

Date of Withdrawal	Indicates one of the following: the last date of recorded attendance, the date the student began the withdrawal process, the date the student provided your school with the intent to withdraw, or the midpoint of the payment period if the student unofficially withdraws. The system displays the default date based on the date that was established in Campus Solutions Student Records.
Undetermined Withdrawal Date	Select for students who have withdrawn unofficially. The system displays the midpoint of the payment period in the Date of Withdrawal field if the student unofficially withdraws. Update this field if you want to use a different withdrawal date. For example, you can use the date when the student last attended an academic-related event if this date was verified by your institution.
Institutional Determination Dt (institutional determination date)	Indicates the withdrawal date determined by the financial aid office.

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ID Indicates the unique identification code for the student.

Name Displays the name of the student.

Days Elapsed After an institution determines the date of withdrawal, the system displays the number of days passed since the student withdrew.

Managing Data to Calculate Return of Title IV Aid

This section discusses how to manage data to calculate the return of Title IV aid.

Pages Used to Manage Data to Calculate Return of Title IV Aid

Page Name	*Definition Name*	*Navigation*	*Usage*
Return TIV Session	STDNT_RT_TIV_AID_M	Financial Aid, Return to TIV Funds HERA, Return TIV Session, Return TIV Session	Manage return of Title IV aid enrollment session data.
Return TIV Aid	STDNT_RTRN_TIV_AID	Financial Aid, Return to TIV Funds HERA, Create Worksheet, Return TIV Aid Funds Worksheet, Return TIV Aid	Manage the return of Title IV aid. Add a student who has withdrawn, calculate the withdrawal percentage, view various dates from different sources, view the payment or enrollment period, or view term information.
Packaging Status Summary	STDNT_AID_PACKAGE	Click the Student Status link on the Return TIV Aid page.	Review the student's need, budget, and award or to change the student's packaging status.
FA Term	STDNT_FA_TERM	Click the FA Term link on the Return TIV Aid page.	View a student's term information, add a new term for a student, or build the student's financial aid term.
Last Updated	STDNT_RTRN_TIVSEC5	Click the Last Updated link on the Return TIV Aid page.	View the user's ID and the date and time of the last update made to the Return Title IV Aid page.

Managing Return of Title IV Aid Enrollment Session Data

Access the Return TIV Session page (Financial Aid, Return to TIV Funds HERA, Return TIV Session, Return TIV Session).

Image: Return TIV Session page

This example illustrates the fields and controls on the Return TIV Session page. You can find definitions for the fields and controls later on this page.

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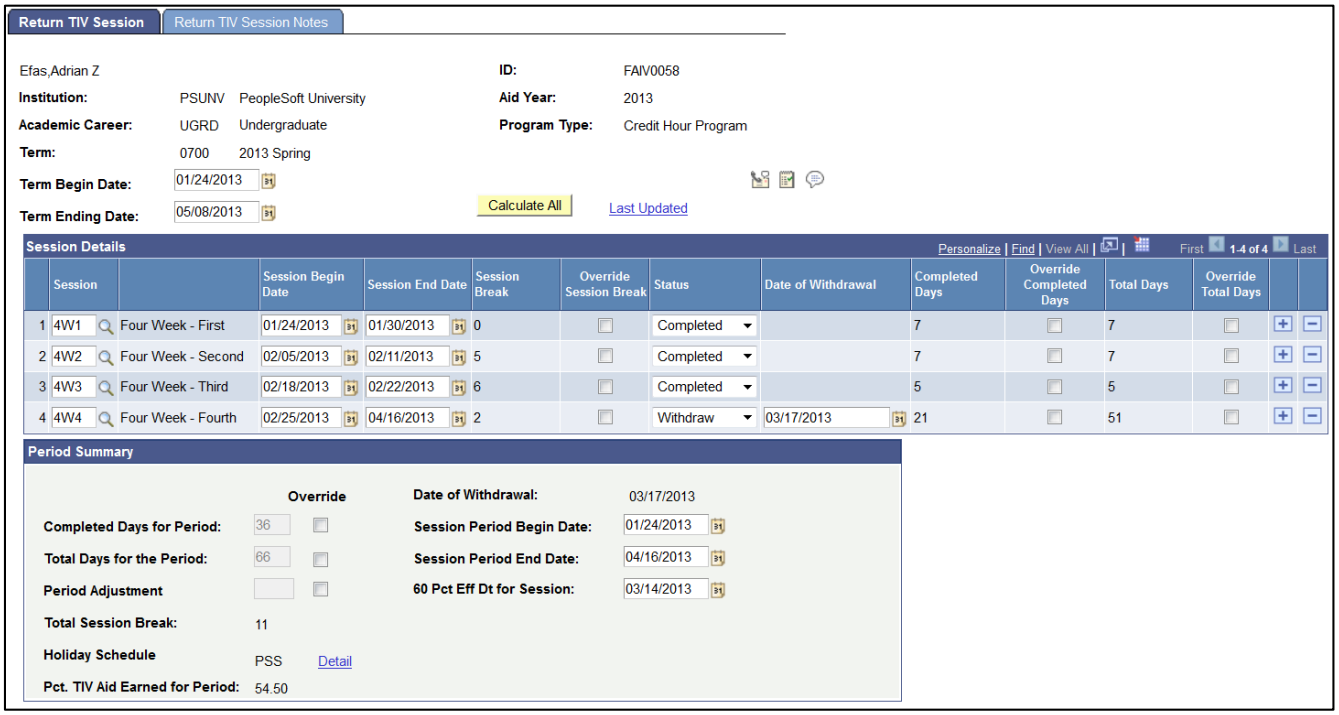


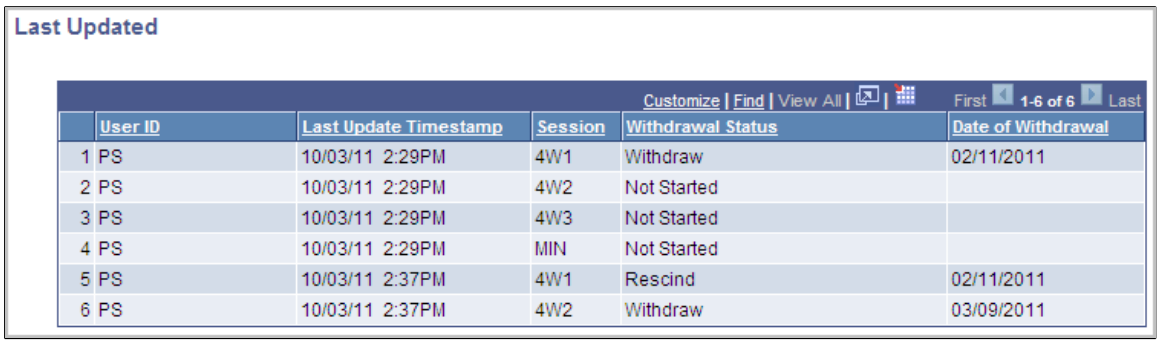
On the initial add, this page is populated with data from the Term Session table and Student Enrollment. This data can be adjusted for the first and subsequent withdrawals based on student changes and/or your school's business process.

Calculate All Click to populate the Period Summary information with the student's calculated withdrawal information for days and percent earned.

Last Updated Click to access the Last Updated page to view the user ID, last update timestamp, and other information for the last update made to the page.

Image: Return TIV Session Last Updated page

This example illustrates the fields and controls on the Return TIV Session Last Updated page. You can find definitions for the fields and controls later on this page.



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Session Details

Session

Enter the Session from the Term in context to populate the Session Begin Date and Session End Date.

Bundle 39

Updated field description.

Session Break and **Override Session Break**

Select the Override Session Break check box to make the calculated Session Break field available to edit.

Session Breaks greater than 4 days are deducted from total number of calendar days and completed calendar days, if withdrawal occurs after the Break. Sessions must be entered in order by start date, then end date.

Student enrollment in non-unique Sessions may warrant grouping of Sessions in order to calculate the percent of aid earned. Sessions that overlap display as a negative number of days to show that those days are offset in the calculation.

Note: Completed Days and Total Days are gross days for the Session period; deductions for Holiday or Session Break are not accounted for in this group box.

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Status

Select the status for the Session.

- *Cancel* – This status cannot be manually selected but is populated from Term History Session Withdraw.
- *Completed* – Student has completed all classes for the Session.
- *In Progress* – Student is actively attending classes for the Session.
- *Not Enrolled* – Student not enrolled in any classes for the Session.
- *Not Started* – Session has not started.
- *Rescind* – Student previously qualified for and had a RTIV calculation processed. Due to re-enrollment or proof of intent to enroll in a future session, the Withdraw has been rescinded.
- *Withdraw* – Populated from Term History Session Withdraw. Can be manually selected.

Completed Days

Displays number of days completed in the Session. Can be updated if the Override Complete Days check box is selected.

Note: Completed Days and Total Days are gross days for the Session period; deductions for Holiday or Session Break are not accounted for in this group box.

Override Completed Days

Select this check box to override Completed Days.

Total Days

Displays total number of days in the Session. Can be updated if Total Days override is used.

Note: Completed Days and Total Days are gross days for the Session period. Deductions for Holiday or Session Break are not accounted for in this group box.

Override Total Days

Select this check box to override Total Days.

Period Summary

Period Summary is populated using Session Detail information. It summarizes the dates, days, and percent earned to be used in Create Worksheet to complete the withdrawal calculation process.

Completed Days for Period

Displays calculated earned days.

Note: Holiday and/or Session breaks of 5 days or more are deducted from Completed days based on withdrawal date and passage of break period.

Completed Days for Period Override

Select to override calculated completed days.

Total Days for Period

Displays calculated total days for entire span of sessions as determined by the institution.

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	Note: Holiday and/or Session breaks of 5 days or more are deducted from Total Days.
Total Days for Period Override	Select to override calculated total days.
Period Adjustment	Displays the adjustment that is required for scheduled holidays of five consecutive days or more.
Total Session Break	Displays the total of all breaks between sessions greater than 4 days.
Period Adjustment Override	Select to override the Period Adjustment .
Holiday Schedule and **Detail**	Displays the name of the Holiday Schedule. Click Detail link for detailed Holiday Schedule information.
Pct. TIV Aid Earned for Period(Percent Title IV aid earned for period)	Displays calculated percent of aid earned.
Date of Withdrawal	Displays highest date of withdrawal from Session Details.
Session Period Begin Date	Displays lowest session begin date based on session rows inserted in Session Details.
Session Period End Date	Displays highest session end date based on session rows inserted in Session Details.
Bundle 39	**Updated field description.**
60 Pct Eff Dt for Session (60 percent effective date for session)	Displays the 60 percent date for the Session Period Begin and Session Period End dates.

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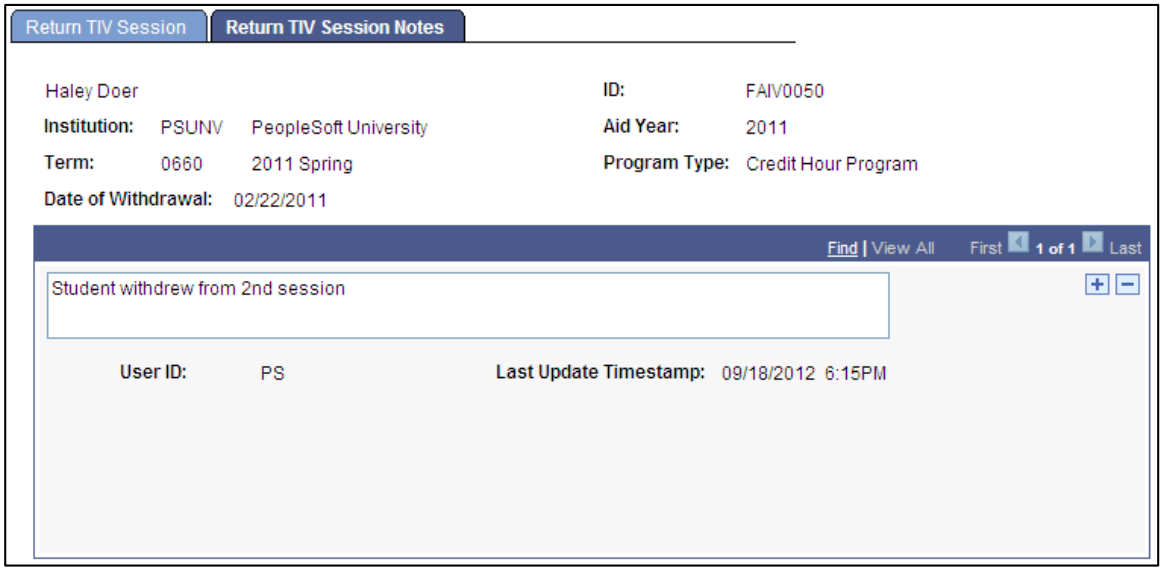
Return TIV Session Notes

Access the Return TIV Session page (Financial Aid, Return to TIV Funds HERA, Return TIV Session, Return TIV Session, Return TIV Session Notes tab).

Image: Return TIV Session Notes page

This example illustrates the fields and controls on the Return TIV Session Notes page.



Use this page to add notes about the student's withdrawal.

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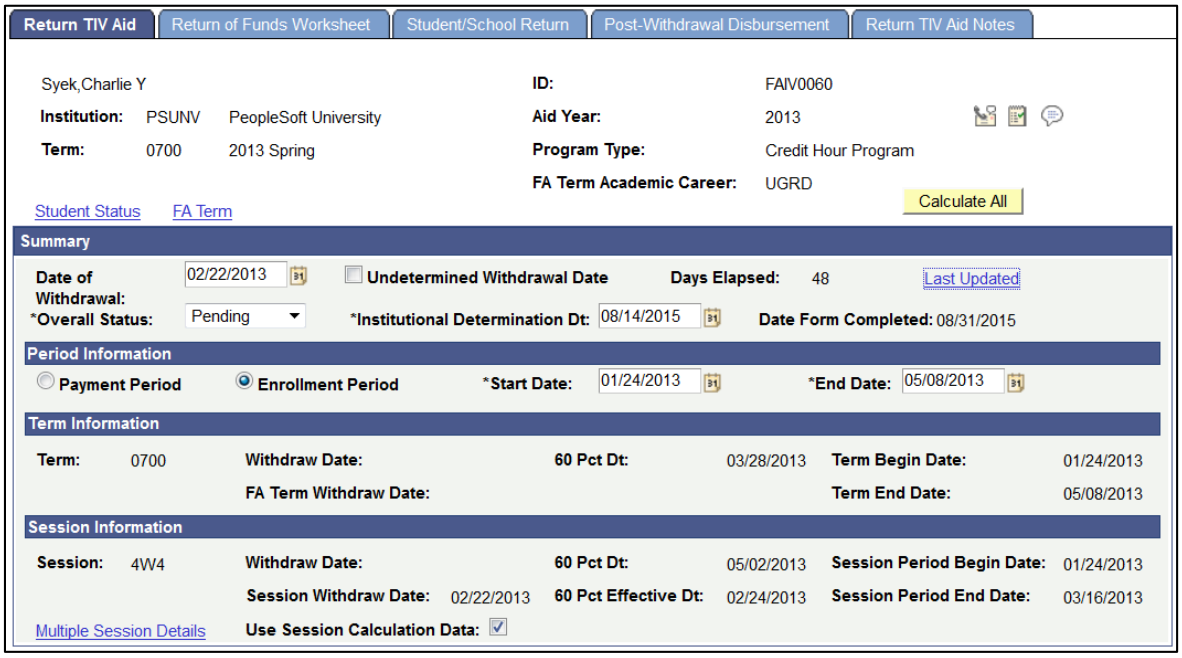
Managing the Return of Title IV Aid

Access the Return TIV Aid page (Financial Aid, Return to TIV Funds HERA, Create Worksheet, Return TIV Aid Funds Worksheet, Return TIV Aid).

Image: Return TIV Aid page

This example illustrates the fields and controls on the Return TIV Aid page. You can find definitions for the fields and controls later on this page.



Select the “Use Session Calculation Data” check box to populate data generated by the Return to TIV Session component.

Student Status

Click to access the Packaging Status Summary page to review the student's need, budget, and award or to change the student's packaging status.

FA Term

Click to access the Financial Aid Term page to view a student's term information, add a new term for a student, or build the student's financial aid term. If the student withdraws and the withdrawal date defined by Student Records changes, you must rebuild the FA Term.

Calculate All

Click to update and populate the fields with the student's calculated withdrawal information. The system displays the withdrawal status of the student for the specified term or sessions within a term and calculates the actual values for the amount of earned aid, amount of unearned aid, and amount of aid to be returned. When you click this link, the system uses the setup and award data specific to the student. If you change the start and end dates from the Return TIV Aid page or Return TIV Session page, click the Calculate All button to update the values on the Return of Funds Worksheet page.

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Summary

Days Elapsed

After an institution determines the date of withdrawal, the system calculates and displays the number of days passed since the student withdrew. The days are calculated using the Institutional Determination Date field as a starting date.

Overall Status

Select the student's withdrawal status. The values are:

Pending: The calculation and the return of Title IV funds are still in progress. The default status is *Pending* until you manually change the status to *Complete.*

Complete: Indicates that the calculation, the student notification, and the return of Title IV funds has occurred. After you set the status to *Complete*, affected fields and pages become view-only.

Date Form Completed

Displays the date when the Calculate All button is clicked on this page to calculate the student's withdrawal percentage. The date is set to the current date by default when you change the overall status to *Complete.* The Oprid is also updated when you change the status to *Complete* and save. You can view the Oprid updates on the RTIV Calculation History page when you click the Last Updated link.

Last Updated

Click this link to access the RTIV Calculation History page and view the Oprid, last update timestamp, and other information for each time the Overall Status has been updated to *Complete* and saved on this page.

Period Information

Payment Period

Select to indicate nonstandard periods or terms. A nonstandard period or term is defined as a term that is not a quarter, semester, or trimester. It can be a payment period or a period of enrollment. A payment period can consist of more than one term.

Enrollment Period

Select to indicate the academic period determined by an institution for which charges are assessed. The enrollment period is the length of the term.

Start Date and **End Date**

Displays the beginning and ending date of the payment or enrollment period. The system uses the start and end date in the actual Return of Title IV Funds calculation for term processing.

Note: Because you can change the enrollment period start and end dates that are used by the system to calculate the Title IV percentage, you should establish procedures to define how these dates should be changed.

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Term Information

Term	Displays the identification number for the term. A term is a period of time designated as an instructional accounting period.
Withdraw Date	Displays the date the student withdrew from the term. The value is from the Student Records Student Career Term table.
60 Pct Dt (60 percent date)	Displays the default value from the Term Session table. This is the date when a student would have completed 60% of the credit/clock hour of the program for the term.
Term Begin Date	Displays the beginning date of the term.
Term End Date	Displays the ending date of the term.
FA Term Withdraw Date	Displays the date the student withdrew from the term. The Financial Aid Term table provides the FA term withdrawal date. Student Records determines the date.

Session Information

Session	Displays the session from which the student has withdrawn.
Withdraw Date	Displays the date the student withdrew from the Session Period. The value is from the Student Records Student Career Term table.
Session Withdraw Date	Displays the date the student withdrew from the Session Period from the Return TIV Session Table.
60 Pct Dt (60 percent date)	Displays the default value from the Term Session table. This is the date when a student would have completed 60% of a single session.
Bundle 39	**Updated field description.**
60 Pct Effective Dt (60 percent effective date)	Displays the 60 percent date for the Session Period Begin and Session Period End dates.
Session Period Begin Date	Displays the lowest beginning date of the Session Period as entered in the Return TIV Session table.
Session Period End Date	Displays the highest ending date of the Session Period as entered in the Return TIV Session table.
Multiple Session Details	Click this link to access the Return TIV Session component. This link displays only for Session records and is not displayed for regular Term withdraws.

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Bundle 39	**Updated label from "Override Days from Session" to "Use Session Calculation Data".**
Use Session Calculation Data	Select to use session information for calculating a session withdraw. Not selecting will result in a term withdraw calculation.

Related Links

Reviewing Student Packaging Status by Date
Viewing Withdrawal Information

Using the Return of Funds Worksheet

This section discusses how to:

- Generate a valid calculation.
- Recalculate TIV aid information.
- Recalculate percentage of TIV aid earned using credit hours.
- View institutional and budget charges.
- Calculate return amounts.
- Review loan debts for withdrawn students.

Pages Used to Generate a Valid Calculation

Page Name	*Definition Name*	*Navigation*	*Usage*
Return of Funds Worksheet	STDNT_RTRN_TIV_WK1N	Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Return of Funds Worksheet	Enter values in the editable fields to generate a valid calculation or to recalculate the totals due by the student and school.
Calculate TIV Aid Information	STDNT_RTRN_TIVSEC1	Click the Detail link to the right of the E. Total TIV Aid Disb field on the Return of Funds Worksheet page.	Recalculate or view the E. Total TIV Aid Disb field. The information displayed under Student's TIV Aid Information is from the Student Award Disbursement table and is used to populate the fields under Student's TIV Aid Amounts.
Calculate Pct. TIV Aid Earned	STDNT_RTRN_TIVSEC2	Click the Detail link to the right of the H. Pct. TIV Aid Earned field on the Return of Funds Worksheet page.	Recalculate the Percentage of Title IV Aid Earned field and view the Holiday Adjustment field.

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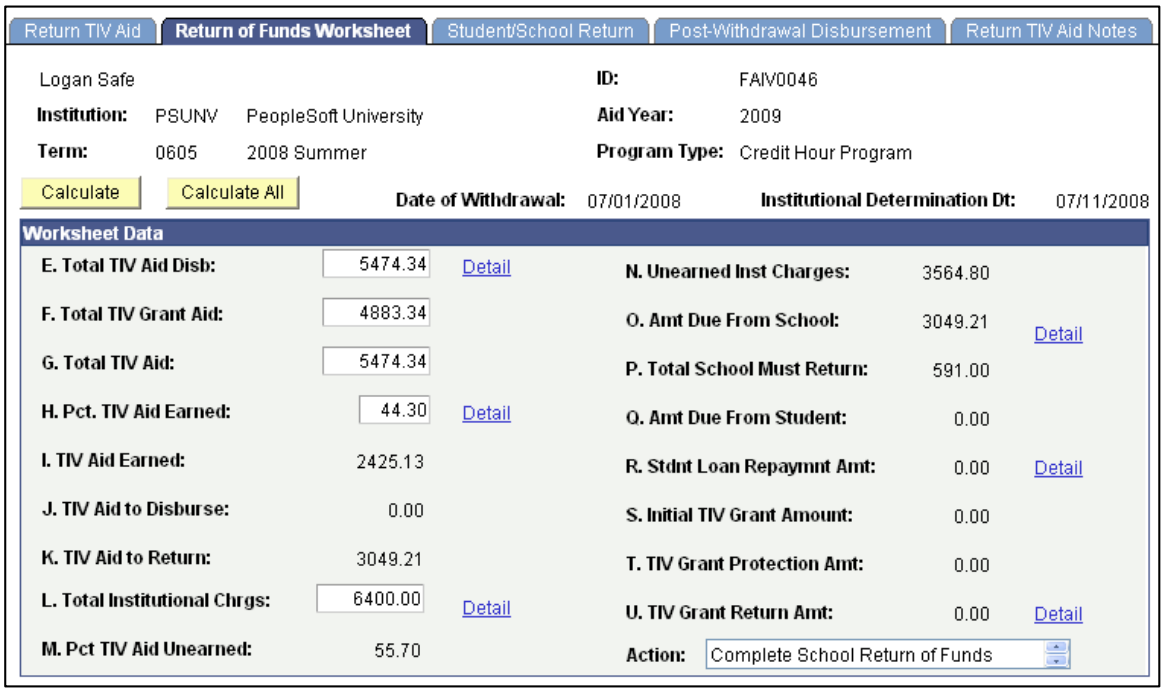
Page Name	*Definition Name*	*Navigation*	*Usage*
Calculate Charge Information	STDNT_RTRN_TIVSEC6	Click the Detail link to the right of the L. Total Institutional Chrgs (charges) field on the Return of Funds Worksheet page.	View institutional and budget charges.
Calculate Return Amounts	STDNT_RTRN_TIVSEC4	Click the Detail link to the right of P. Total School Must Return field on the Return of Funds Worksheet page.	View amounts to returned by the institution.
Return of Loan Funds	STDNT_RTN_TIVSEC7N	Click the Detail link for the R. Student Loan Repayment Amount field on the Return of Funds Worksheet.	Enter debt totals for various loan types for withdrawn students to reviewing loan debts.

Generating a Valid Calculation

Access the Return of Funds Worksheet page (Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Return of Funds Worksheet).

Image: Return of Funds Worksheet page

This example illustrates the fields and controls on the Return of Funds Worksheet page. You can find definitions for the fields and controls later on this page.



Use the Detail links to view or recalculate specific amounts.

Click Calculate to recalculate the values based on the adjustments you made to the percentages.

Click Calculate All to update and populate the fields with the student's calculated withdrawal information. The system displays the withdrawal status of the student for the specified term and calculates the actual

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values for the amount of earned aid, unearned aid, and aid to be returned. The system uses the setup and award data specific to the student.

If you change the start and end dates from the Return of TIV Aid page, click Calculate All to update the values on the Return of Funds Worksheet page.

E. Total TIV Aid Disb (E. total Title IV aid disbursed)	Displays Title IV Grant and Loan Programs amounts to be disbursed for grants, amounts that could have been disbursed for grants, net amounts disbursed for loans and net amounts that could have been disbursed for loans. Totals based on the actual federal worksheet are also displayed.
F. Total TIV Grant Aid (F. total Title IV grant aid)	Displays grant aid disbursed and amount that could have been disbursed.
G. Total TIV Aid (G. total Title IV aid)	Displays grant and loan aid disbursed and amount that could have been disbursed.
H. Pct. TIV Aid Earned (H. percent Title IV aid earned)	Displays percentage of period of enrollment completed.
I. TIV Aid Earned (I. Title IV aid earned)	Displays aid earned by the student based on percentage of enrollment period completed.
J. TIV Aid to Disburse (J. Title IV aid to disburse)	Displays amount of aid that could have been disbursed.
K. TIV Aid to Return (K. Title IV aid to return)	Displays amount aid to be returned.
L. Total Institutional Chrgs (L. total institutional charges)	Displays the value of the charges your institution set up in the Institutional Charges setup page. Institutional costs are defined as charges—the cost of attendance—a student must pay to the institution directly. Whether you use the actual or budgeted charges, the system displays the value for the institutional charges you defined in your setup.
M. Pct TIV Aid Unearned (M. percent title IV aid unearned)	Displays the amount to be returned based on the percentage of the unearned aid.
N. Unearned Inst Charges (N. unearned institutional charges)	Displays the amount of aid that must be returned for unearned institutional charges. For example, tuition is an institutional charge. If a student withdraws at 10% of the term, the student earns 10% of the charges for tuition. The remaining 90% is unearned.
O. Amt Due From School (O. amount due from school)	Displays the amount of aid the institution must return to the Title IV program. The institution determines its share of unearned funds first.
P. Total School Must Return:	Displays the total loans the school must return.

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Q. Amt Due From Student (Q. amount due from student)	Displays the amount of aid the student must return to the Title IV program. The student returns the difference between the Title IV aid to be returned and the amount of Title IV aid due by the institution. For example, if the returned aid is 1000.00 USD and your institution returns 600.00 USD, the initial unearned calculation for the student to return is 400.00 USD.
R. Stdnt Loan Repaymnt Amt: (R. Student loan repayment amount)	Displays the total amount the student must repay, which consists of loan funds the student has earned, or unearned loan funds that the school is not responsible for repaying, or both.
S. Initial TIV Grant Amount: (S. initial Title IV grant amount)	Displays the Initial amount of Title IV grants the student must return.
T. TIV Grant Protection Amt: (T. Title IV grant protection amount)	Displays the amount of Title IV grant protected using the value in F. Total TIV Grant Aid and applying the 50 percent grant protection.
U. TIV Grant Return Amt: (U. Title IV grant return amount)	Displays the net Title IV grant funds that the student must return.
Action	After you calculate the Return of Title IV Funds, the system displays a note as a reminder to update the tracking fields on the Student/School Return page or the Post-Withdrawal Disbursement page based on what has occurred with the student.

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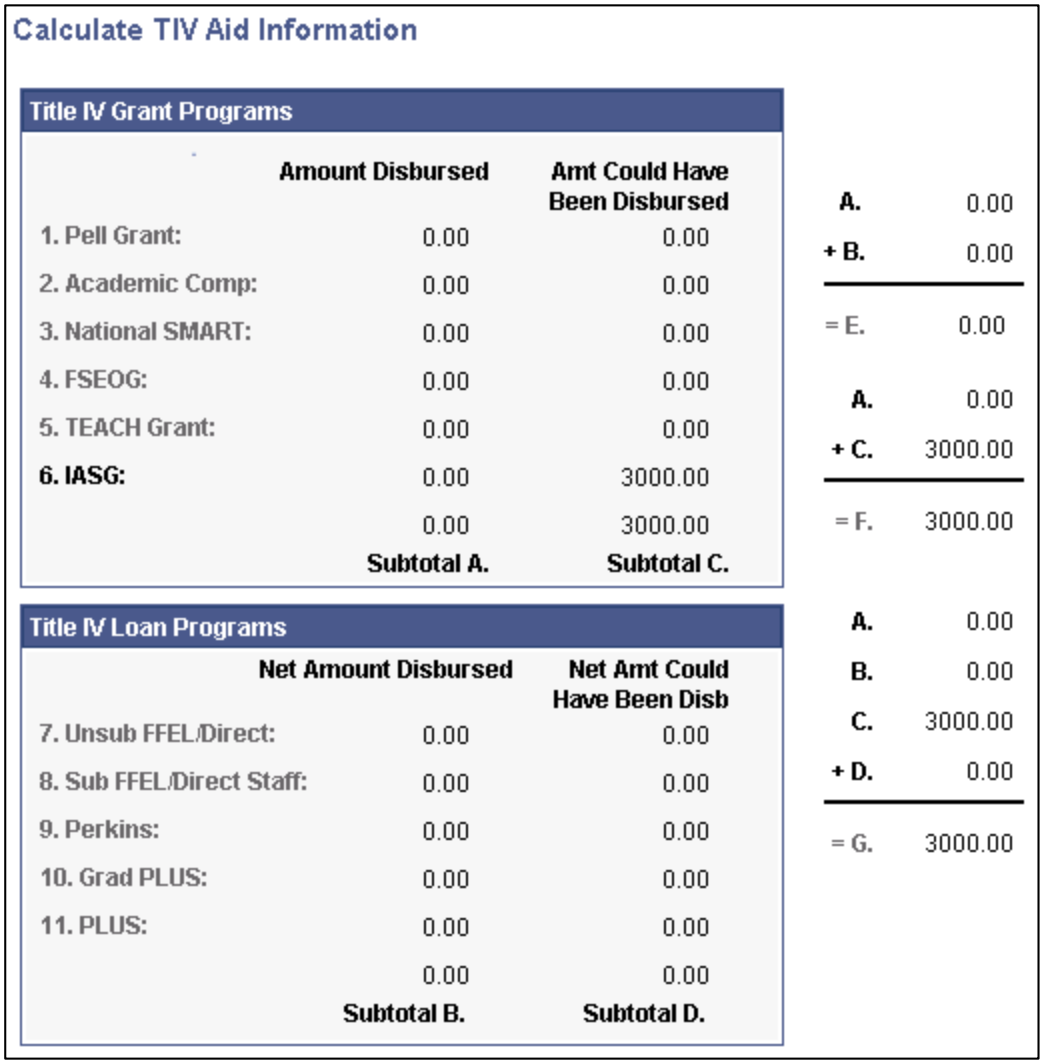
Recalculating TIV Aid Information

Access the Calculate TIV Aid Information page (click the Detail link to the right of the E. Total TIV Aid Disb field on the Return of Funds Worksheet page).

Image: Calculate TIV Aid Information page

This example illustrates the fields and controls on the Calculate TIV Aid Information page. You can find definitions for the fields and controls later on this page.



Calculate TIV Aid Information

Title IV Grant Programs

	Amount Disbursed	Amt Could Have Been Disbursed
1. Pell Grant:	0.00	0.00
2. Academic Comp:	0.00	0.00
3. National SMART:	0.00	0.00
4. FSEOG:	0.00	0.00
5. TEACH Grant:	0.00	0.00
6. IASG:	0.00	3000.00
	0.00	3000.00
	Subtotal A.	Subtotal C.

A.	0.00
+ B.	0.00
= E.	0.00
A.	0.00
+ C.	3000.00
= F.	3000.00

Title IV Loan Programs

	Net Amount Disbursed	Net Amt Could Have Been Disb
7. Unsub FFEL/Direct:	0.00	0.00
8. Sub FFEL/Direct Staff:	0.00	0.00
9. Perkins:	0.00	0.00
10. Grad PLUS:	0.00	0.00
11. PLUS:	0.00	0.00
	0.00	0.00
	Subtotal B.	Subtotal D.

A.	0.00
B.	0.00
C.	3000.00
+ D.	0.00
= G.	3000.00

The system displays grant and net loan amounts that are disbursed and that could have been disbursed. Totals based on the actual federal worksheet are also displayed

Recalculating Percentage of TIV Aid Earned Using Credit Hours

Access the Calculate Pct. TIV Aid Earned page (click the Detail link to the right of the H. Pct. TIV Aid Earned field on the Return of Funds Worksheet page).

Image: Calculate Pct. TIV Aid Earned page

This example illustrates the fields and controls on the Calculate Pct. TIV Aid Earned page. You can find definitions for the fields and controls later on this page.

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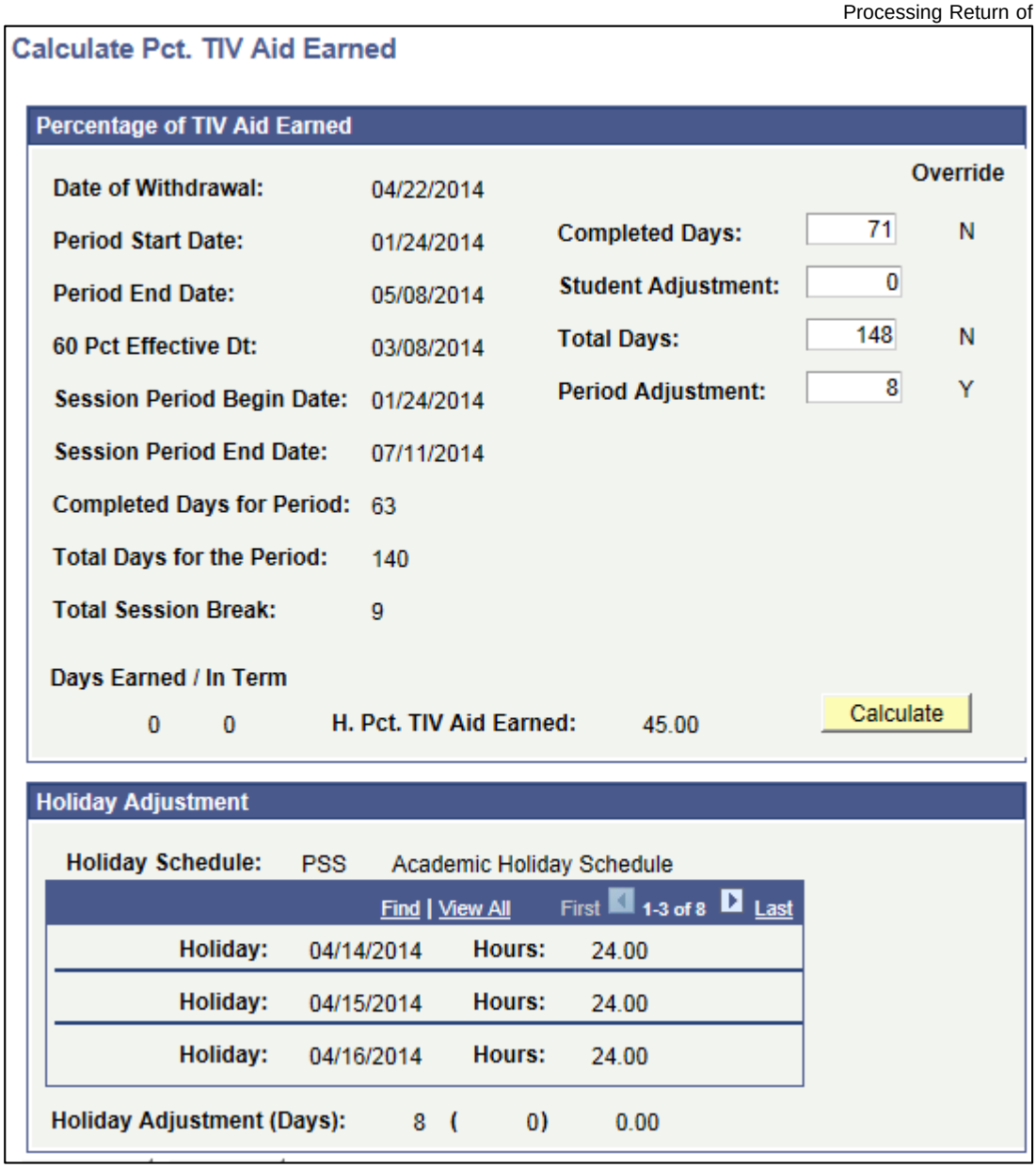

Percentage of Title IV Aid Earned

Date of Withdrawal	Displays the student's day of withdrawal as entered on the Return of TIV Aid page.
Period Start Date	Displays the first day of the term or payment period.
Period End Date	Displays the last day of the term or payment period.
60 Pct Effective Date (60 percent effective date)	Displays the 60 percent date for the session in which the withdraw is taking place.

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Session Period Begin Date

Displays the lowest beginning date of the Session Period as entered in the as entered in the Return TIV Session table.

Session Period End Date

Displays the highest end date of the Session Period as entered in the Return TIV Session table.

Completed Days for Period

Displays calculated earned days for a session.

Total Days for Period

Displays calculated total days for a session period.

Total Session Break

Displays the total of all breaks between sessions greater than 4 days.

Completed Days

Displays the number of days between the Period Start Date and student's Date of Withdrawal. Enter a value in this field to manually override and set the Override flag to "Y".

Note: Completed Days are net days considering eligible Session Breaks. Holiday Breaks are not reflected in this total. They are, however, accounted for in the Period Adjustment to provide a point of reference.

Student Adjustment

Enter a value in this field to exercise professional judgment by adjusting the student's completed days.

Note: Completed Days are net days considering eligible Session Breaks. Holiday Breaks are not reflected in this total. They are, however, accounted for in the Period Adjustment to provide a point of reference when making an adjustment to a student’s Completed Days.

Total Days

Displays the number of days between the Period Start Date and Period End Date, inclusive. Enter a value in this field to manually override and set the Override flag to "Y".

Note: Total Days are net days considering eligible Session Breaks. Holiday Breaks are not reflected in this total. They are, however, accounted for in the Period Adjustment to provide a point of reference.

Period Adjustment

Displays the adjustment that is required for scheduled holidays of five consecutive days or more. The system displays *0* if no holidays are scheduled consecutively for 5 or more days. Enter a value in this field to manually override and set the Override flag to "Y".

Note: Total Days are net days considering eligible Session Breaks. Holiday Breaks are not reflected in this total. They are, however, accounted for in the Period Adjustment to provide a point of reference when making an adjustment to a student’s Total Days.

Days Earned / In Term

Displays the number of completed days divided by the total days after performing a calculation.

Note: This field is reset to zero every time you access the component. Click Calculate to update.

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H. Pct TIV Aid Earned (H. percent Title IV aid earned)	Displays the percentage of the period of enrollment or payment period that the student completed.
Calculate	Click to recalculate the percentage of the period of enrollment or payment period that the student completed if updating Completed Days, Student Adjustment, Total Days, or Period Adjustment.

Holiday Adjustment

Holiday Schedule	Displays the name of the holiday schedule defined and set up in human resources for that term. Student Records associates this schedule to terms and sessions used in Campus Solutions.
Holiday	Displays the date of the holiday. The system lists all holidays, not just those that are consecutive.
Hours	Displays the number of clock hours for the holiday.
Holiday Adjustment (Days)	Displays the number of consecutive holidays defined in the holiday schedule.
Calculate	Click to recalculate the adjustment for holidays if you made a change to the start and end dates of the payment or enrollment period. The system determines whether there are any changes to the holiday schedule based on the new start and end dates.

Note: The system does not support clock hours even though you can select clock hours as a program type when you enter the access requirements to enter the Return of TIV Aid page.

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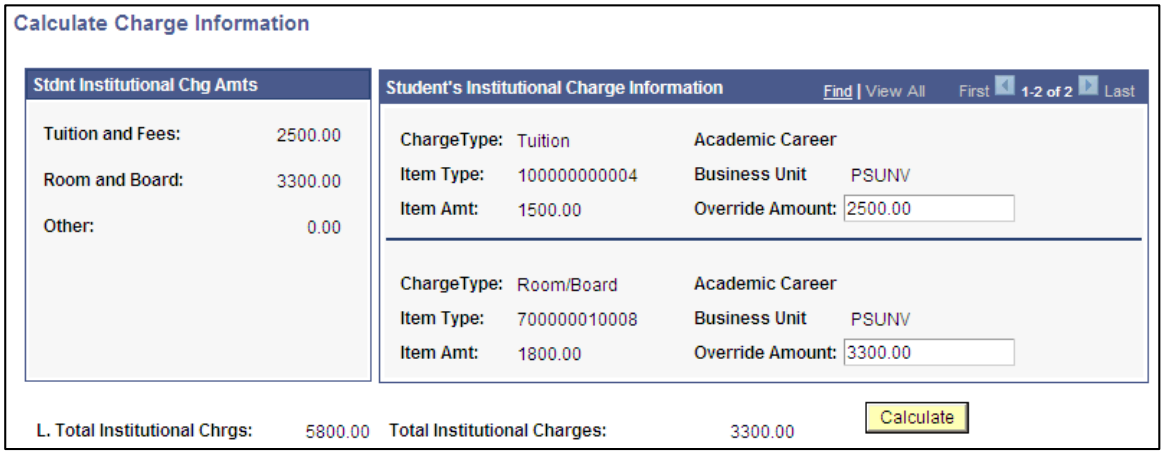
Viewing Institutional and Budget Charges

Access the Calculate Charge Information page (click the Detail link to the right of the L. Total Institutional Chrgs (charges) field on the Return of Funds Worksheet page).

Image: Calculate Charge Information page

This example illustrates the fields and controls on the Calculate Charge Information page. You can find definitions for the fields and controls later on this page.



Charge Type Displays institutional charges for the student associated with an item type group for the term.

Category Displays the budget category for which the charge type is associated.

Academic Career Displays the grouping of all academic work undertaken by a student at an institution.

Item Code Displays a budget item within a budget category.

Amount Displays the charge amount for the charge type.

Override Amount Enter an amount to override institutional charges when 'Use Actual Charges' is selected in Define Rules for Return .

L. Total Institutional Chrgs (L. total institutional charges)

- Displays actual budgeted charges if *Use Budget Charges* is selected in setup.
- Displays actual institutional charges *or* the combined Override amounts of actual institutional charges if'*Use Actual Charges* is selected in setup and Override amounts are used.

Total Institutional Charges

- Displays actual budgeted charges if *Use Budget Charges* is selected in Define Rules of Return.
- Displays actual institutional charges if *Use Actual Charges* is selected in Define Rules of Return.

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Calculate Click to recalculate total institutional charges and to update the Return of Funds Worksheet page.

Related Links

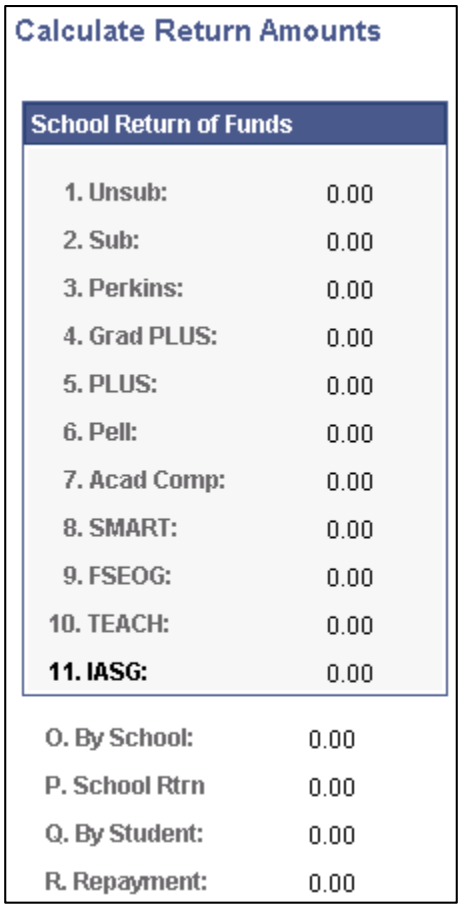
Defining Budget Items

Calculating Return Amounts

Access the Calculate Return Amounts page (click the Detail link to the right of O. Amt. Due From School or P. Amount Due From Student fields on the Return of Funds Worksheet page).

Image: Calculate Return Amounts page

This example illustrates the fields and controls on the Calculate Return Amounts page. You can find definitions for the fields and controls later on this page.



School Return of Funds Displays the amount to be returned by the school by aid fund and amount.

O. By School Displays total amount from the School Return of Funds group box.

P. School Rtrn (school return) Displays total loans to be returned by school from the School Return of Funds group box.

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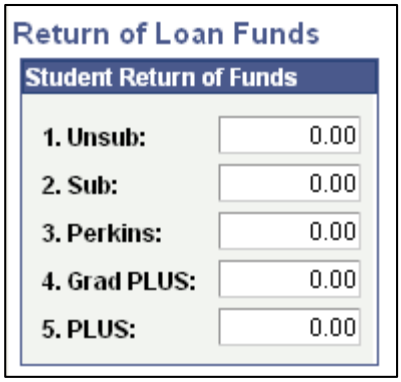
Q. By Student	Displays initial grant amount student must return.
R. Repayment	Displays loan amount student must repay.
Calculate	Click to recalculate the totals if you updated or modified the values.

Reviewing Loan Debts for Withdrawn Students

Access the Return of Loan Funds page (click the Detail link for the R. Stdt Loan Repaymnt Amount field on the Return of Funds Worksheet).

Image: Return of Loan Funds page

This example illustrates the fields and controls on the Return of Loan Funds page. You can find definitions for the fields and controls later on this page.



Enter the totals for any Unsubsidized FFEL or Direct Loan, Subsidized FFEL or Direct Loan, Perkins, Graduate PLUS, or PLUS loans for which the student is responsible.

This worksheet is useful when counseling a withdrawn student on loan indebtedness.

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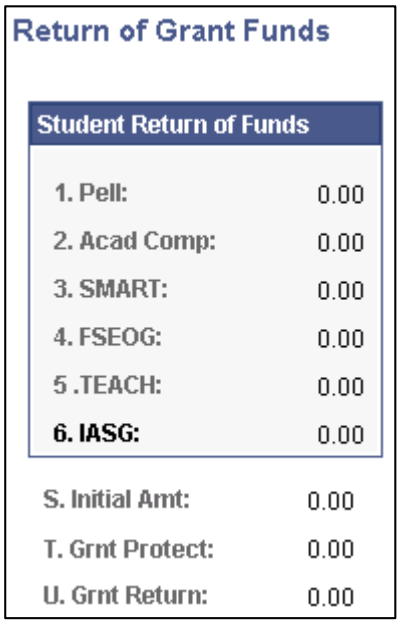
Reviewing Grant Funds for Withdrawn Students

Access the Return of Grant Funds page (click the Detail link for the U. TIV Grant Return Amt field on the Return of Funds Worksheet).

Image: Return of Grant Funds page

This example illustrates the fields and controls on the Return of Grant Funds page.



Displays the amount of grant funds being returned.

Tracking Student and School Return Information

This section discusses how to:

- Track return information.
- Track post-withdrawal disbursement.
- View allocation of post-withdrawal disbursements.
- Review post-withdrawal disbursements.
- Enter return of TIV aid notes.

Pages Used to Track Student and School Return Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Student/School Return	STDNT_RTRN_TIV_WK2N	Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Student/School Return	Track return information for the student and school.

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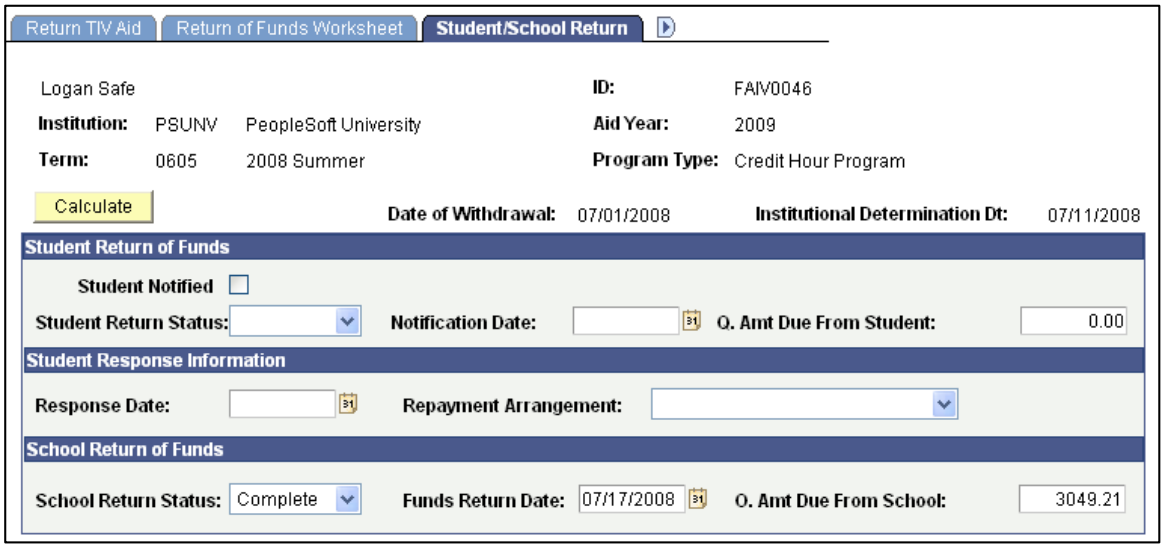
Page Name	*Definition Name*	*Navigation*	*Usage*
Post-Withdrawal Disbursement	STDNT_RTRN_TIV_WK3A	Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Post-Withdrawal Disbursement	Track post-withdrawal disbursements a student was entitled to at the time of withdrawal.
Allocation of PWD	STDNT_PWD_SEC1AN	Click the Part IV Allocation of PWD link on the Post-Withdrawal page.	Enter post-withdrawal disbursement amounts for grants and loans.
Post-Withdrawal Disbursements (detail)	STDNT_PWD_SEC1	Click the PWD Detail link on the Post-Withdrawal page.	Review post-withdrawal disbursements. Includes the amount of eligible aid not yet disbursed, eligible aid to be disbursed late, and remaining eligible aid to be disbursed.
Return TIV Aid Notes	STDNT_RTRN_TIV_WK4	Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Return TIV Aid Notes	Enter return of Title IV aid notes. Document information regarding the processing of Title IV Return of Funds.

Tracking Return Information

Access the Student/School Return page (Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Student/School Return).

Image: Student/School Return page

This example illustrates the fields and controls on the Student/School Return page. You can find definitions for the fields and controls later on this page.



Student Return of Funds

Student Notified Select this check box to indicate the student has been notified of their Title IV overpayment obligation.

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Student Return Status

Displays the student's return of Title IV funds status.

Pending: Indicates that the calculation and the return of Title IV funds are still in progress. The default status is *Pending* until you manually change the status to *Complete.*

Complete: Indicates that calculation, student notification, and the return of Title IV funds has occurred.

Note: You should update the Student Return Status field to *Complete* when a student does not need to return funds.

Notification Date

Displays the date the student was notified of Title IV overpayment.

Q. Amt Due From Student(Q. amount due from student)

Displays the amount of Title IV funds the student must return. If a student owes a return, the system populates this value from the Return of Funds Worksheet page.

Student Response Information

Response Date

Displays the date the student responded to the notification from the institution about Title IV overpayment.

Repayment Arrangement

Select from available values to indicate the student's action taken in response to repayment arrangements. Values include:

Arrangement not Complied

Make Arrangements DOE

Make Arrangements School

No Satisfactory Arrangements

Pay School in Full

Title IV Loans Only

School Return of Funds

School Return Status

Indicates the institution's repayment status as pending or complete. The default status is pending until you manually change the status to complete.

Funds Return Date

Indicates the date the funds were returned.

O. Amt Due From School

Indicates the amount of Title IV funds the institution must return. If the school owes a return, the system automatically populates this value from the Return of Funds Worksheet page.

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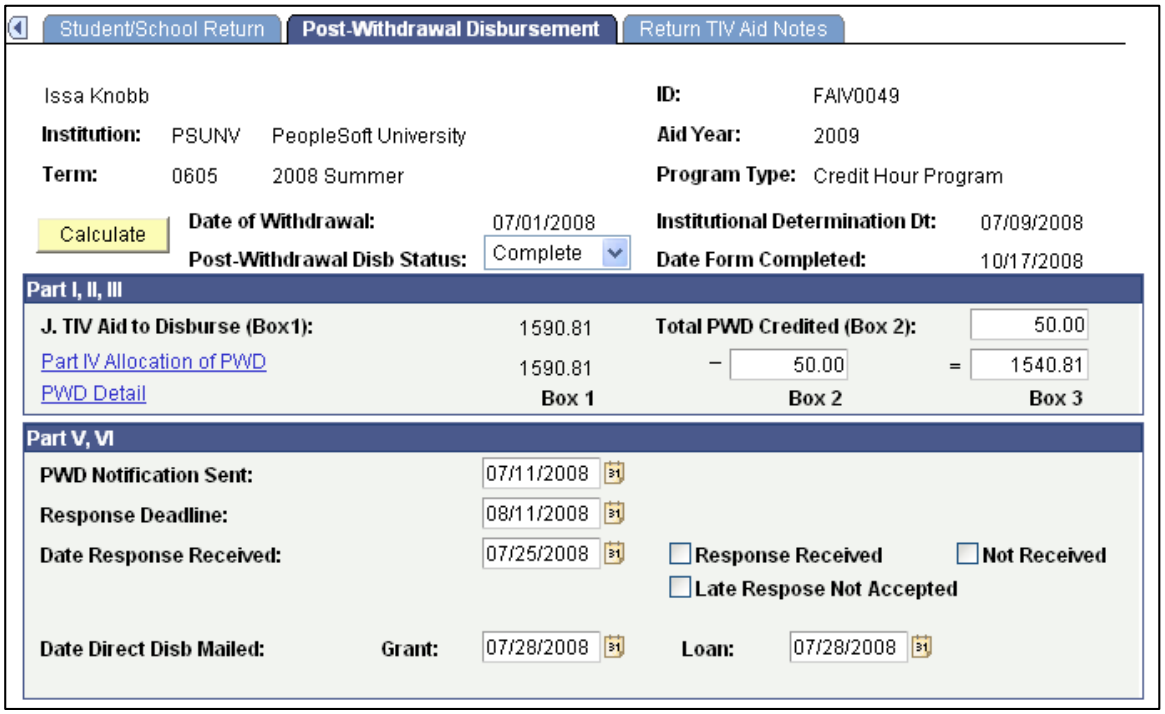
Calculate Click to recalculate the amount the school and student have to return if you made a change to the percentage on the Return of Funds Worksheet page.

Tracking Post-Withdrawal Disbursement

Access the Post-Withdrawal Disbursement page (Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Post-Withdrawal Disbursement).

Image: Post-Withdrawal Disbursement page

This example illustrates the fields and controls on the Post-Withdrawal Disbursement page. You can find definitions for the fields and controls later on this page.



Calculate Click to recalculate the amount of aid to a post-withdrawal student if you made a change to the percentage.

Post-Withdrawal Disb Status (post-withdrawal disbursement status) Indicates whether or not post-withdrawal disbursement calculations are complete or pending.

The *Pending* status is set when the worksheet is created. Select *Complete* when appropriate for the current stage of processing.

Part I, II, III

J. TIV Aid to Disburse (Box 1) Displays the total amount of post-withdrawal disbursement due. This field is from Step J. Post Withdrawal Disbursement on the Return of Funds Worksheet page.

Part IV Allocation of PWD Click this link to access the Allocation of PWD page.

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Total PWD Credited (Box 2)	Enter the total outstanding charges scheduled to be paid from PWD.
Box 3	The amount to offer directly to the student is derived from the TIV Aid to Disburse amount less the Total PWD Credited amount. Box 3 = Box 1 - Box 2.

Part V, VI

PWD Notification Sent	Select the date that the post-withdrawal disbursement loan notification was sent to the student or parent.
Response Deadline	Select the date by which the student, parent, or both must respond.
Date Response Received	Select the date that the response was received from the student or parent.
Response Received	Select this check box if the response was received from the student or parent.
Not Received	Select this check box if the response was not received from the student or parent.
Late Response Not Accepted	Select this check box if the response was received from the student or parent after the date in the Response Deadline field.
Date Direct Disb Mailed (date direct disbursement mailed)	Select the date for grant, loan, or both that the direct disbursement was mailed or transferred.

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Viewing Allocation of Post-Withdrawal Disbursements

Access the Allocation of PWD page (click the Part IV Allocation of PWD link on the Post-Withdrawal page.)

Image: Allocation of PWD page

This example illustrates the fields and controls on the Allocation of PWD page. You can find definitions for the fields and controls later on this page.

Allocation of PWD

Type of Aid	Ln Amt Sought	Ln Amt Auth	Aid Credited	Aid Offered	Aid Accepted	Aid Disbursed
Pell Grant:			50.00			50.00
ACG:			0.00			0.00
SMART:			0.00			0.00
FSEOG:			0.00			0.00
TEACH:			75.00			75.00
IASG:			100.00			100.00
Perkins:	125.00	125.00	125.00	0.00	0.00	125.00
Sub:	150.00	150.00	150.00	0.00	0.00	150.00
Unsub:	16.99	16.99	16.99	0.00	0.00	16.99
Grad Plus:	0.00	0.00	0.00	0.00	0.00	0.00
Plus:	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	291.99	291.99	516.99	0.00	0.00	516.99

Enter appropriate amounts for each column and type of aid:

Ln Amt Sought (loan amount sought)	Enter the loan amount school seeks to credit to the account.
Ln Amt Auth (loan amount authorized)	Enter the loan amount authorized to credit to the account
Aid Credited	Enter the aid credited to the account.
Aid Offered	Enter an amount of aid offered as direct disbursement.
Aid Accepted	Enter an amount of aid accepted as direct disbursement.
Aid Disbursed	Enter amount of aid disbursed directly to the student
Calculate	Click this button to total the columns.

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Reviewing Post-Withdrawal Disbursements

Access the Post-Withdrawal Disbursements detail page (click the PWD Detail link on the Post-Withdrawal Disbursements page).

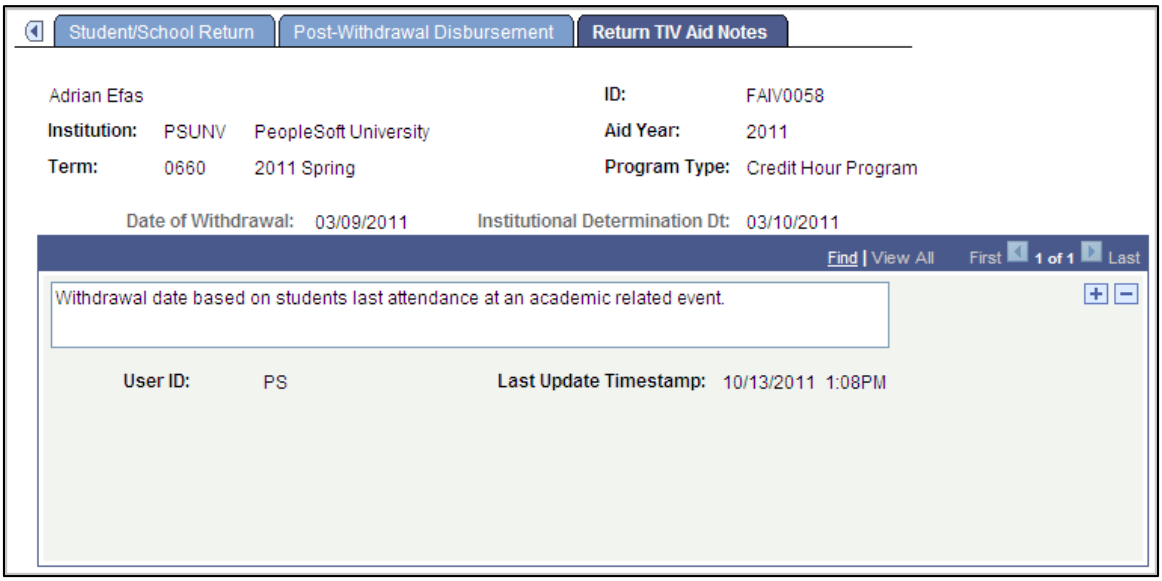
Eligible Aid Not Disbursed	Displays aid not disbursed at time of withdrawal.
Aid To Be Late Disbursed	Displays aid amounts eligible for a post-withdrawal late disbursement.
Remaining To Be Disbursed	Displays aid amounts eligible for a post-withdrawal late disbursement.

Entering Return TIV Aid Notes

Access the Return TIV Aid Notes page (Financial Aid, Return of Title IV Funds HERA, Create Worksheet, Return TIV Aid Notes).

Image: Return TIV Notes page

This example illustrates the fields and controls on the Return TIV Notes page.



Enter comments of any length into the text area.

Tracking Return of Title IV Funds

This section discusses how to:

- Track student return of Title IV funds.
- Track school return of Title IV funds.
- Review post-withdrawal disbursement tracking data.

Pages Used to Track Return of TIV Funds

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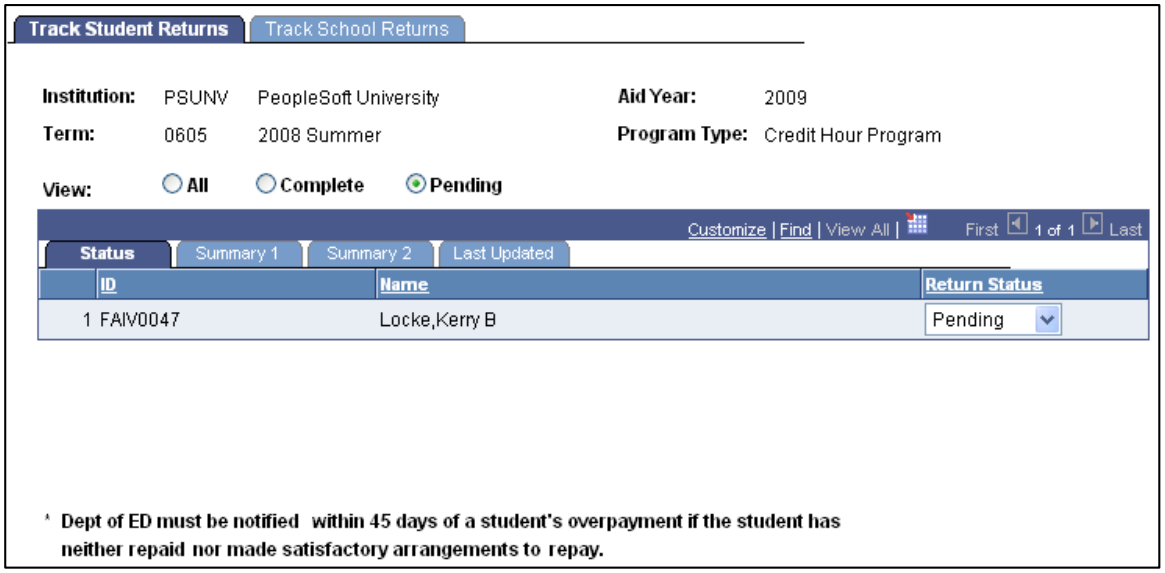
Page Name	Definition Name	Navigation	Usage
Track Student Returns	SFA_TIV_RTN_TRACK	Financial Aid, Return of Title IV Funds HERA, Track TIV Funds Return, Track Student Returns.	Track student return of Title IV funds. View the status of funds for all students where a calculation exists.
Return of Funds Detail	STDNT_RTOF_SEC1NA	Click the Detail link from the Track Student Returns Summary 2 page or Track School Returns Summary page.	View student aid amount and the return of funds for both the student and school.
Track School Returns	SFA_TIV_RTN_TRACK2	Financial Aid, Return of Title IV Funds HERA, Track TIV Funds Return, Track School Returns	Track school return of TIV funds. View the status of funds for your institution.
Post Withdrawal Disb Tracking	SFA_TIV_PWD_TRACK	Financial Aid, Return of Title IV Funds HERA, Track PW Disbursement, Post Withdrawal Disb Tracking	Review post-withdrawal disbursement tracking data.

Tracking Student Return of Title IV Funds

Access the Track Student Returns page (Financial Aid, Return of Title IV Funds HERA, Track TIV Funds Return, Track Student Returns).

Image: Track Student Returns page: Status tab

This example illustrates the fields and controls on the Track Student Returns page: Status tab. You can find definitions for the fields and controls later on this page.



View

Select one of the following:

All: View students with a status of pending or completed.

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

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Status Tab

ID Indicates a unique identification code for a student associated with your institution.

Name Displays the name of a student.

Return Status Displays the student's return of Title IV funds status. This status comes from the Student/School Return page. If a student does not have a return, the student does not appear in the list.

Pending: The calculation and the return of Title IV funds are still in progress. This status comes from the Student/School Return page; you can change it manually on this page.

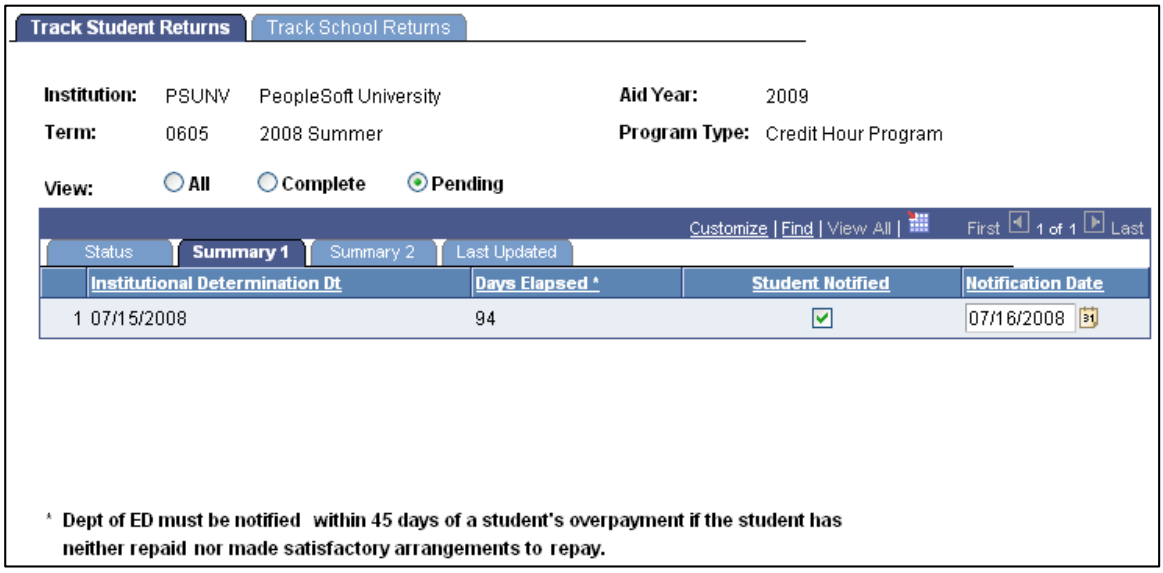
Complete: The calculation, student notification, and the return of Title IV funds has occurred.

Summary 1 Tab

Select the Summary 1 tab.

Image: Track Student Returns page: Summary 1 tab

This example illustrates the fields and controls on the Track Student Returns page: Summary 1 tab. You can find definitions for the fields and controls later on this page.



Institutional Determination Dt (institutional determination date) Displays the withdrawal date determined by the financial aid office.

Days Elapsed After an institution determines the date of withdrawal, the system calculates and displays the number of days passed since the student withdrew. The days are calculated using the Institutional Determination Dt field as the starting date.

Student Notified If selected, indicates the student has been notified of their Title IV overpayment obligation.

Notification Date Displays the date the student was notified of Title IV overpayment.

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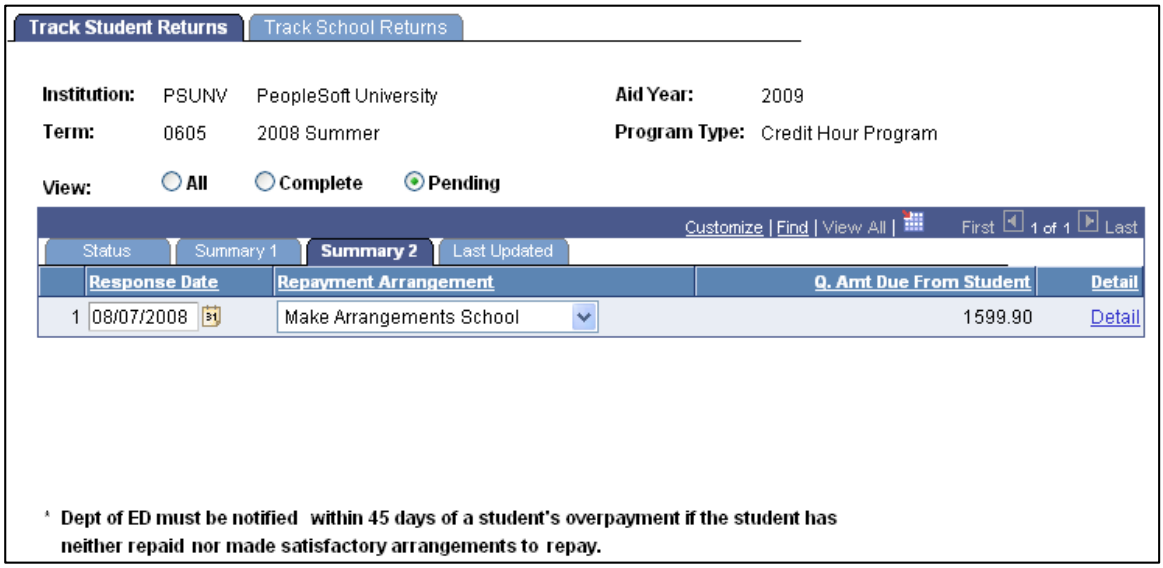
Summary 2 Tab

Select the Summary 2 tab.

Image: Track Student Returns page: Summary 2 tab

This example illustrates the fields and controls on the Track Student Returns page: Summary 2 tab. You can find definitions for the fields and controls later on this page.



Response Date	Displays the date the student responded to the notification from the institution about Title IV overpayment.
Repayment Arrangement	Displays one of the student response options from the Student/ School Return page. The values are: *Arrangement not Complied* *Make Arrangements DOE* *Make Arrangements School* *No Satisfactory Arrangements* *Pay School in Full* *Title IV Loans Only*
Q. Amt Due From Student (Q. amount due from student)	Displays the amount of funds needed to be returned by the student.
Detail	Click to view the Return of Funds Detail page.

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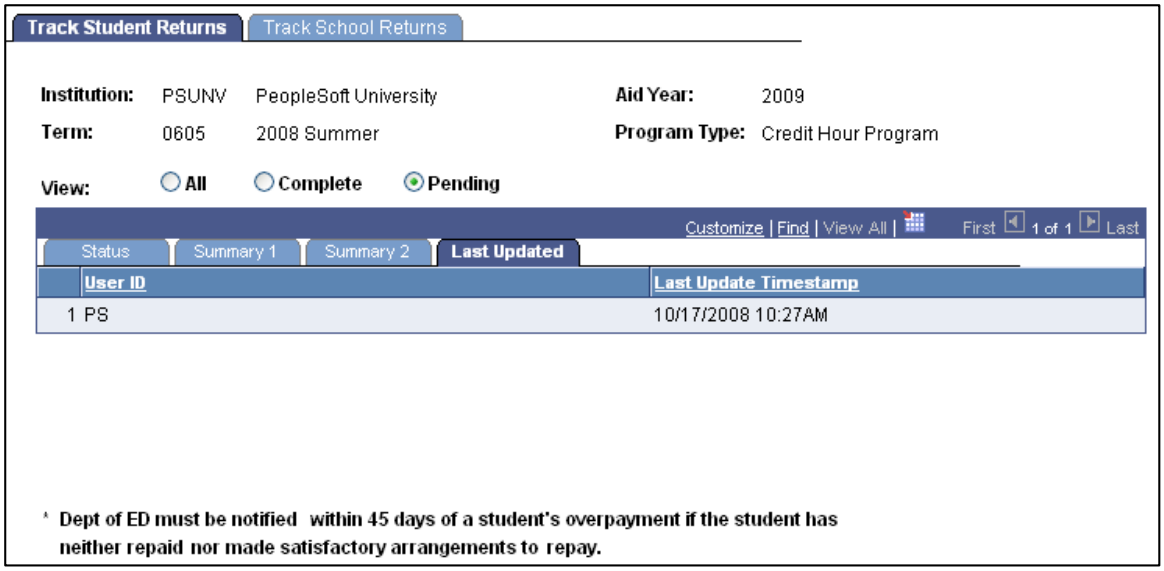
Last Updated Tab

Select the Last Updated tab.

Image: Track Student Returns page: Last Updated tab

This example illustrates the fields and controls on the Track Student Returns page: Last Updated tab.

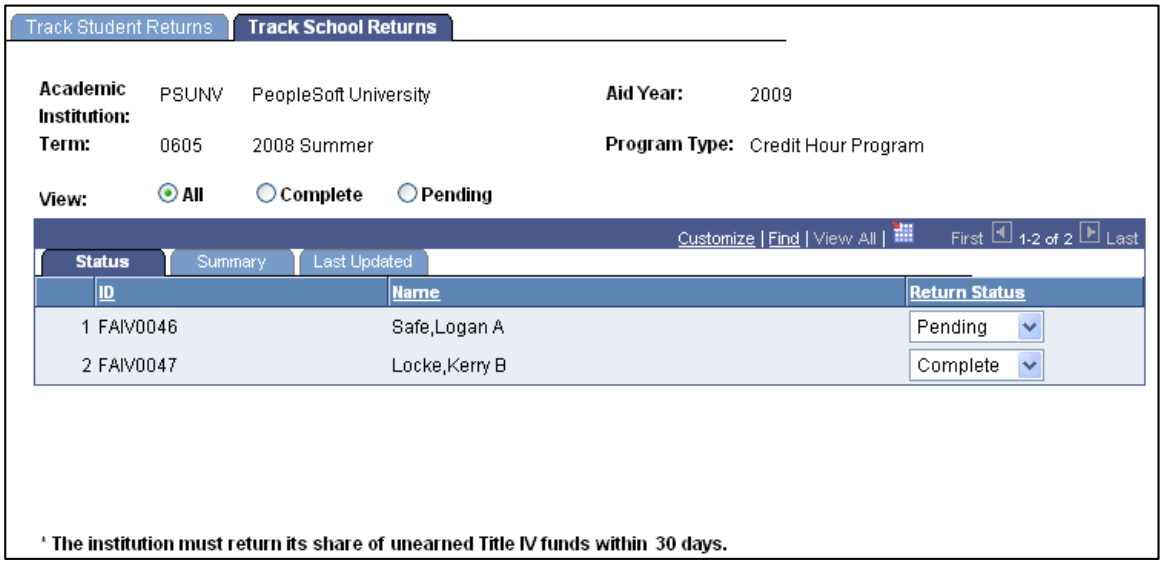


Tracking School Return of Title IV Funds

Access the Track School Returns page (Financial Aid, Return of Title IV Funds HERA, Track TIV Funds Return, Track School Returns).

Image: Track School Returns page: Status tab

This example illustrates the fields and controls on the Track School Returns page: Status tab. You can find definitions for the fields and controls later on this page.



View Select one of the following:

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All: View students with a status of pending or completed.

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

Return Status

Displays the school's return of Title IV funds status.

Pending: Indicates that the calculation and the return of Title IV funds are still in progress. This status comes from the Student/School Return page; you can change it manually on this page.

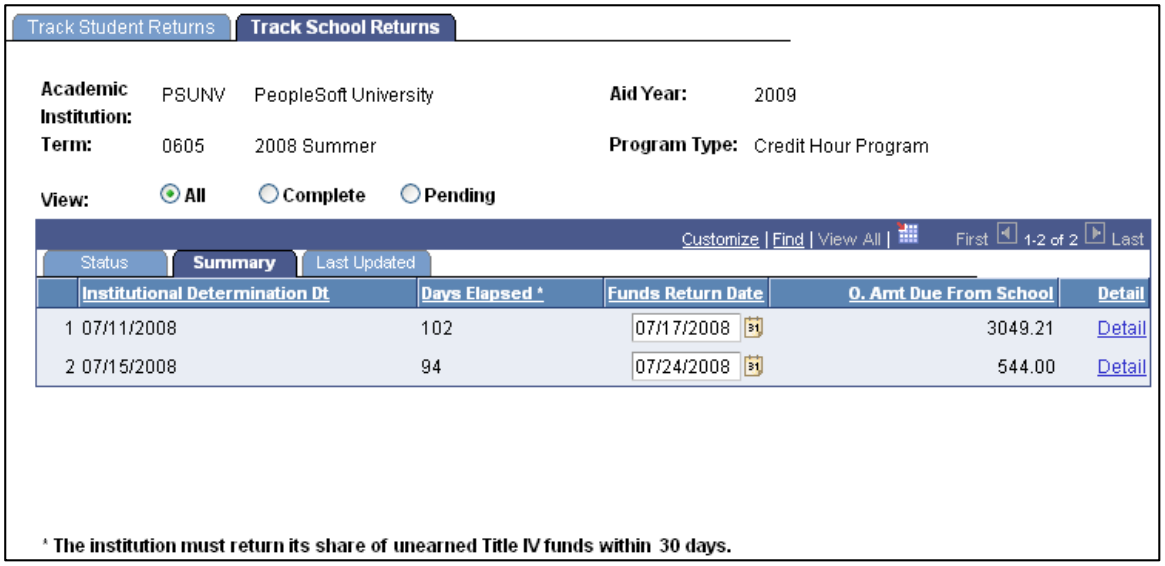
Complete: Indicates that calculation and the school return of Title IV funds has occurred.

Summary Tab

Select the Summary tab.

Image: Track School Returns page: Summary tab

This example illustrates the fields and controls on the Track School Returns page: Summary tab. You can find definitions for the fields and controls later on this page.



Institutional Determination Dt (institutional determination date)

Displays the withdrawal date determined by the institution.

Funds Return Date

Displays the date the user updated the Funds Return Date field on the Student/School Return page.

O. Amt Due From School (O. amount due from school)

Displays the amount of aid the institution must return to the Title IV program.

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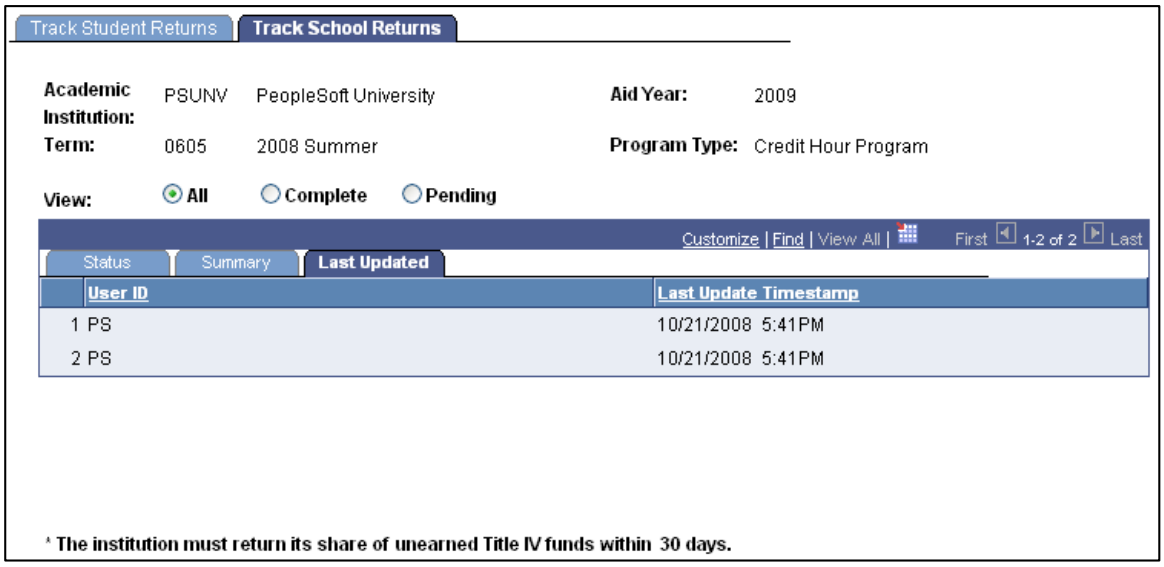
Detail Click to view the Return of Funds Detail page.

Last Updated Tab

Select the Last Updated tab.

Image: Track School Returns page: Last Updated tab

This example illustrates the fields and controls on the Track School Returns page: Last Updated tab.



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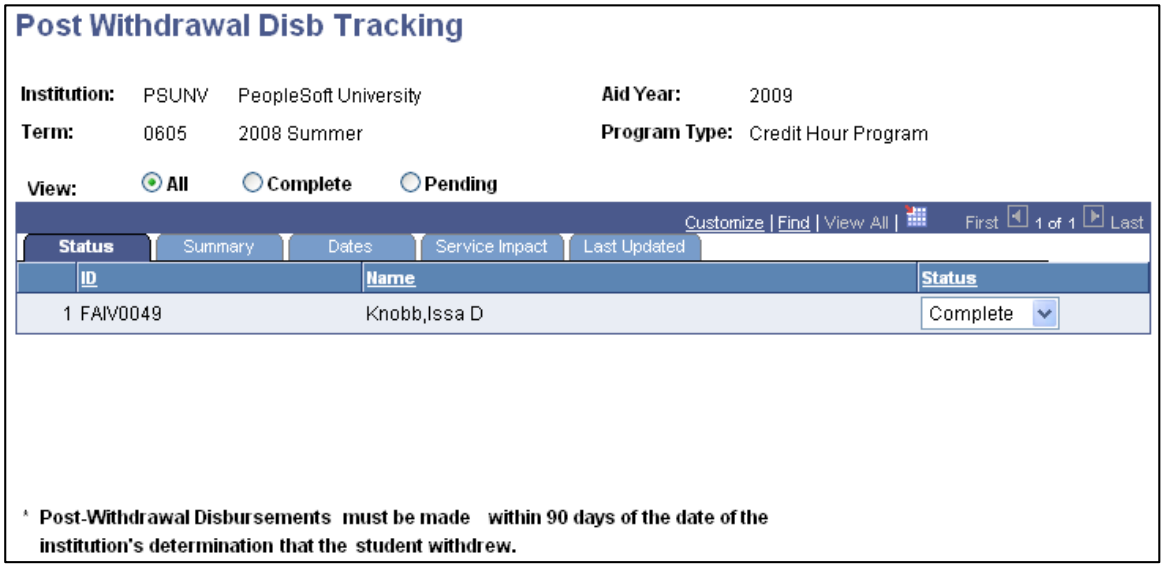
Reviewing Post-Withdrawal Disbursement Tracking Data

Access the Post Withdrawal Disb Tracking page (Financial Aid, Return of Title IV Funds HERA, Track PW Disbursement, Post Withdrawal Disb Tracking).

Image: Post Withdrawal Disb Tracking page: Status tab

This example illustrates the fields and controls on the Post Withdrawal Disb Tracking page: Status tab. You can find definitions for the fields and controls later on this page.



Note: The Calculate link is not available when you access the Post-Withdrawal Disbursements page from the Post Withdrawal Disb Tracking page.

View

Select one of the following:

All: View students with a status of *Pending* or *Completed.*

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

Status

Displays the student's post-withdrawal disbursement status. The system displays a status of *Pending* to indicate that the calculation and the post-withdrawal disbursement are still in progress. A status of *Complete* indicates that calculation, student notification, and the post-withdrawal disbursement has occurred. The status is from the Post-Withdrawal Disbursement page.

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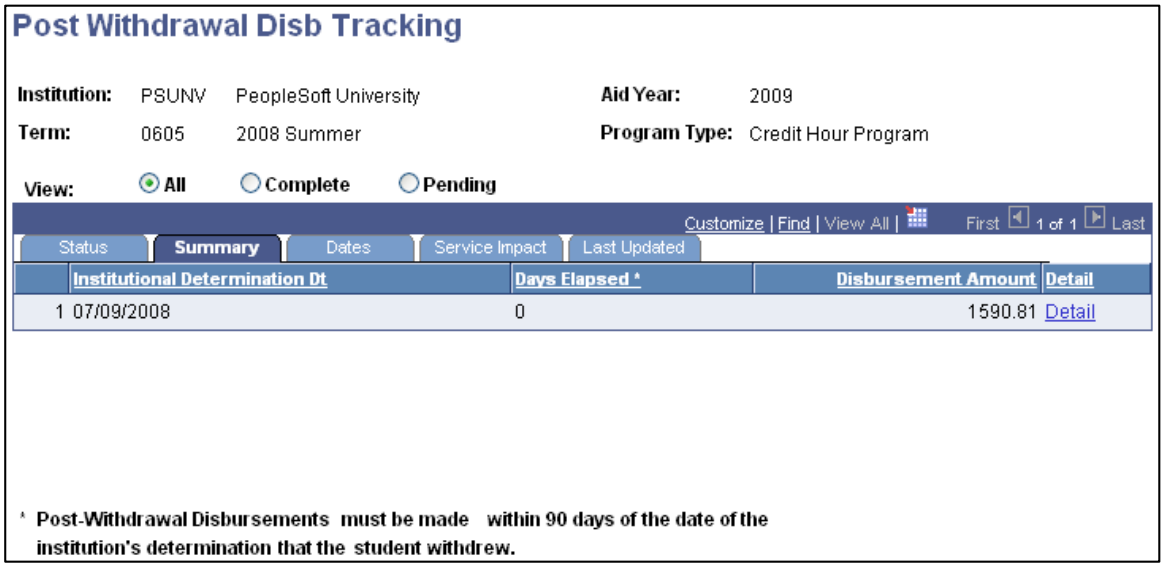
Summary Tab

Select the Summary tab.

Image: Post Withdrawal Disb Tracking page: Summary tab

This example illustrates the fields and controls on the Post Withdrawal Disb Tracking page: Summary tab. You can find definitions for the fields and controls later on this page.



Disbursement Amount Displays the amount of funds the institution can offer the student as a post-withdrawal disbursement.

Detail Click to view the Post-Withdrawal Disbursements page.

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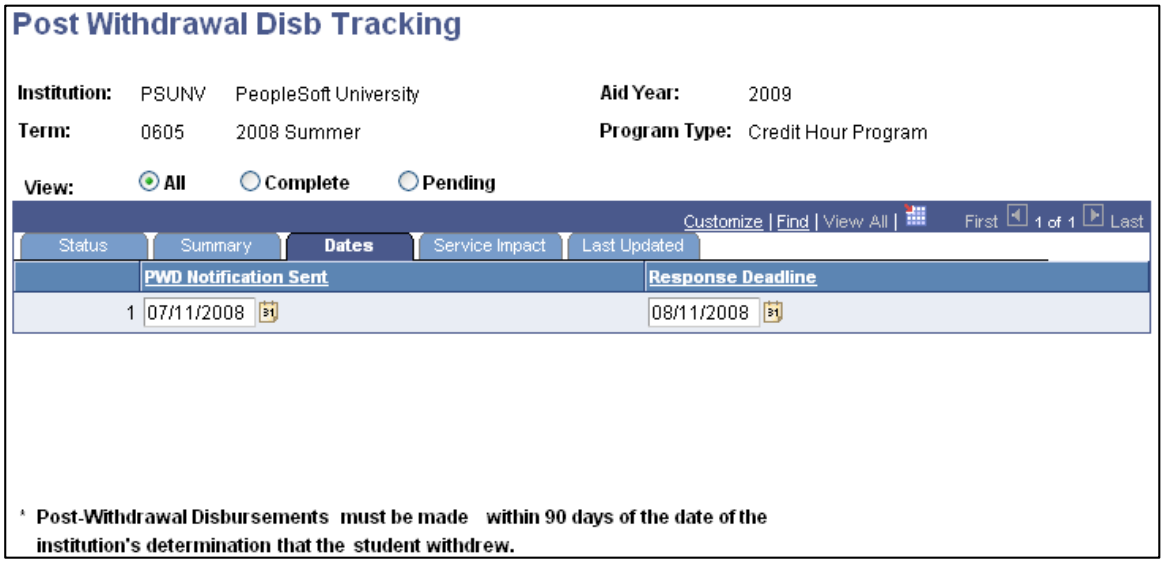
Dates Tab

Select the Dates tab.

Image: Post Withdrawal Disb Tracking page: Dates tab

This example illustrates the fields and controls on the Post Withdrawal Disb Tracking page: Dates tab. You can find definitions for the fields and controls later on this page.



PWD Notification Sent View or edit the date that the post-withdrawal disbursement loan notification was sent to the student, parent, or both.

Response Deadline View or edit the date by which the student, parent, or both must respond.

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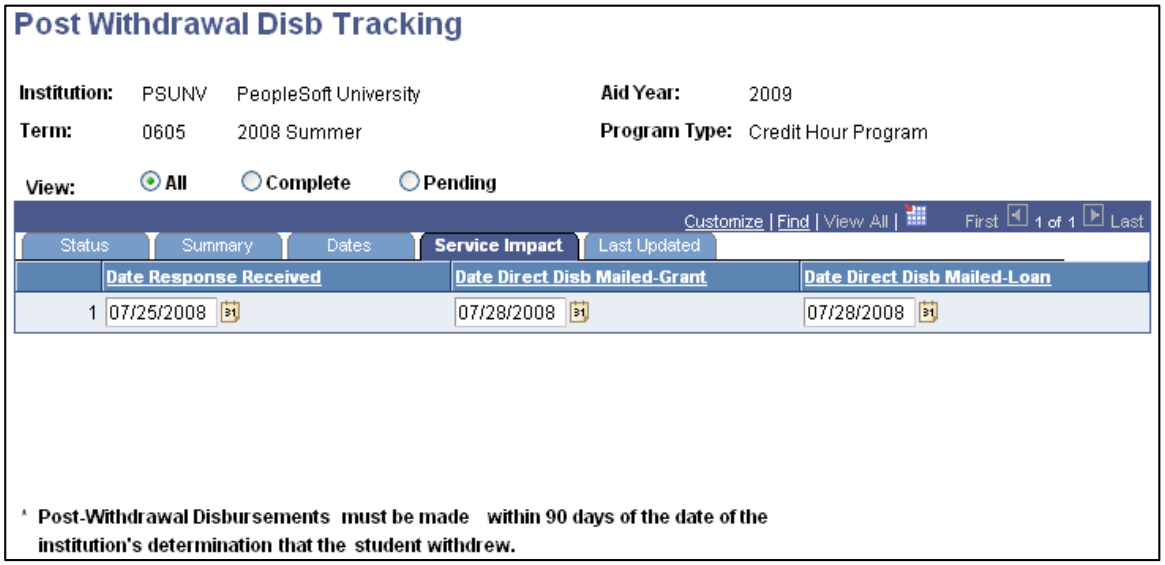
Service Impact Tab

Select the Service Impact tab.

Image: Post Withdrawal Disb Tracking page: Service Impact tab

This example illustrates the fields and controls on the Post Withdrawal Disb Tracking page: Service Impact tab. You can find definitions for the fields and controls later on this page.



Date Response Received	View or edit the date that the school received the response from the student.
Date Direct Disb Mailed-Grant (date direct disbursement mailed for a grant)	View or edit the date that the direct disbursement was mailed or transferred.
Date Direct Disb Mailed-Loan (date direct disbursement mailed for a loan)	View or edit the date that the direct disbursement was mailed or transferred.

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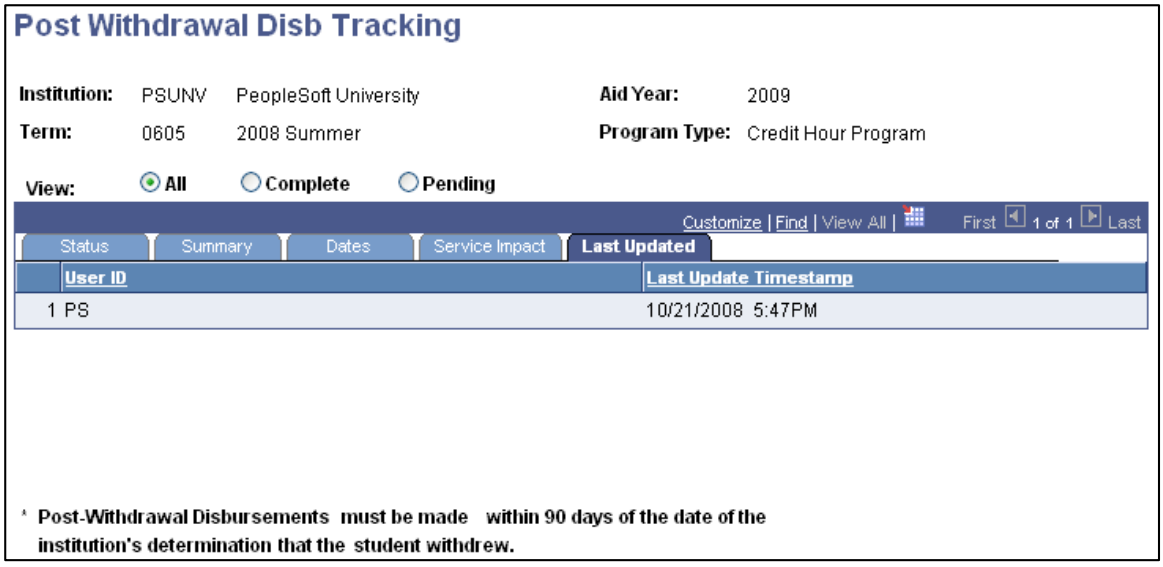
Last Updated Tab

Select the Last Updated tab.

Image: Post Withdrawal Disb Tracking: Last Updated tab

This example illustrates the fields and controls on the Post Withdrawal Disb Tracking: Last Updated tab.



Reviewing Return of Title IV Funds Student Summary

This section discusses how to review the summary student return of TIV funds.

Page Used to Review Return of TIV Funds Student Summary

Page Name	*Definition Name*	*Navigation*	*Usage*
Return of TIV Funds Summary	RTRN_TIV_STU_TRACK	Financial Aid, Return of Title IV Funds HERA, Review Summary of TIV Return	View summary of the student's return of TIV funds calculation.

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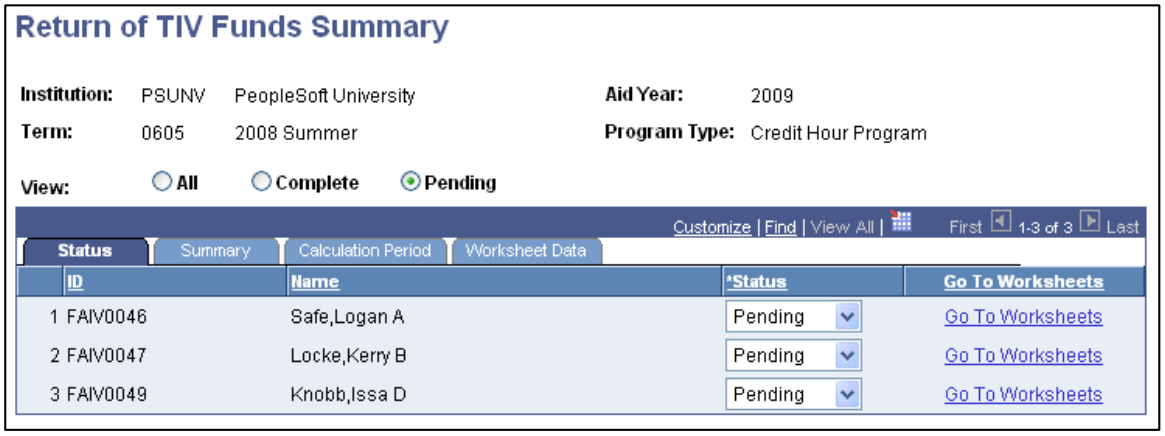
Reviewing the Summary of Student Return of TIV Funds

Access the Return of TIV Funds Summary page (Financial Aid, Return of Title IV Funds HERA, Review Summary of TIV Return).

Image: Return of TIV Funds Summary page: Status tab

This example illustrates the fields and controls on the Return of TIV Funds Summary page: Status tab. You can find definitions for the fields and controls later on this page.



View

Select one of the following:

All: View students with a status of *Pending* or *Complete.*

Complete: View students who have completed the Return of Title IV Funds process.

Pending: View students who are being processed.

Status Tab

Status

Indicates the student's overall status of the Return of Title IV calculation.

Pending: The calculation and the return of Title IV funds are still in progress.

Complete: The calculation, student notification, and the return of Title IV funds has occurred.

Go To Worksheets

Click to access the Return TIV Aid page.

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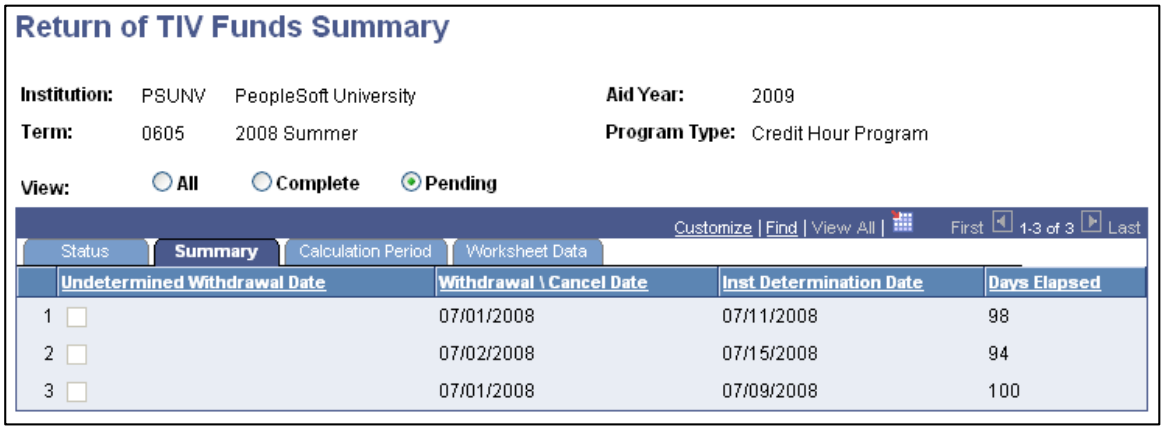
Summary Tab

Select the Summary tab.

Image: Return of TIV Funds Summary page: Summary tab

This example illustrates the fields and controls on the Return of TIV Funds Summary page: Summary tab. You can find definitions for the fields and controls later on this page.



Undetermined Withdrawal Date

If the student withdrew unofficially, the system displays this check box as selected. This information comes from the Return TIV Aid page. The system displays a date to indicate the midpoint of the payment period if the student unofficially withdraws. You can update this field if you want to use a different withdrawal date. For example, you can use the date the student last attended an academic-related event if this date was verified by your institution.

Withdrawal/Cancel Date

Displays the last date of recorded attendance, the date the student began the withdrawal process, the date the student provided to your school with the intent to withdraw, or the midpoint of the payment period if the student unofficially withdraws. The system displays the default date based on the date that was established in Student Records.

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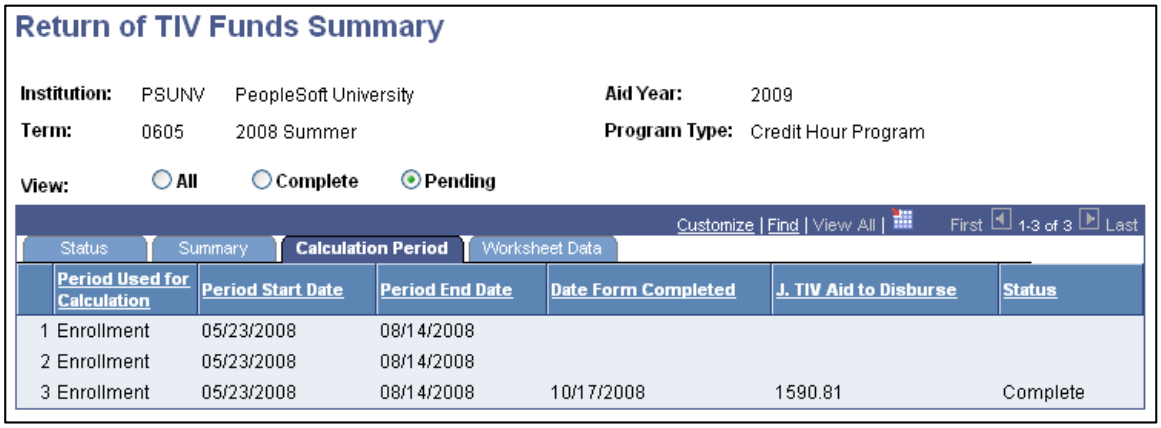
Calculation Period Tab

Select the Calculation Period tab.

Image: Return of TIV Funds Summary page: Calculation Period tab

This example illustrates the fields and controls on the Return of TIV Funds Summary page: Calculation Period tab. You can find definitions for the fields and controls later on this page.



Period Used for Calculation Displays the time period the system uses to define the start and end date of the payment period or enrollment period.

Period Start Date Displays the first day of the term or payment period. The system uses the payment period or enrollment period start date from the Return of TIV Aid page.

Period End Date Displays the last day of the term or payment period. The system uses the payment period or enrollment period end date from the Return of TIV Aid page.

Date Form Completed Displays the date when you calculated the student's withdrawal percentage and changed the overall status to *Complete* from the Return of TIV Aid page.

J. TIV Aid to Disburse Displays the amount of aid the student may be eligible for as a post-withdrawal disbursement. If the student received less than his or her eligibility, the system displays the amount to be disbursed.

Status Displays the status of the post-withdrawal disbursement calculation for Title IV aid to be disbursed as *Pending* or *Complete*.

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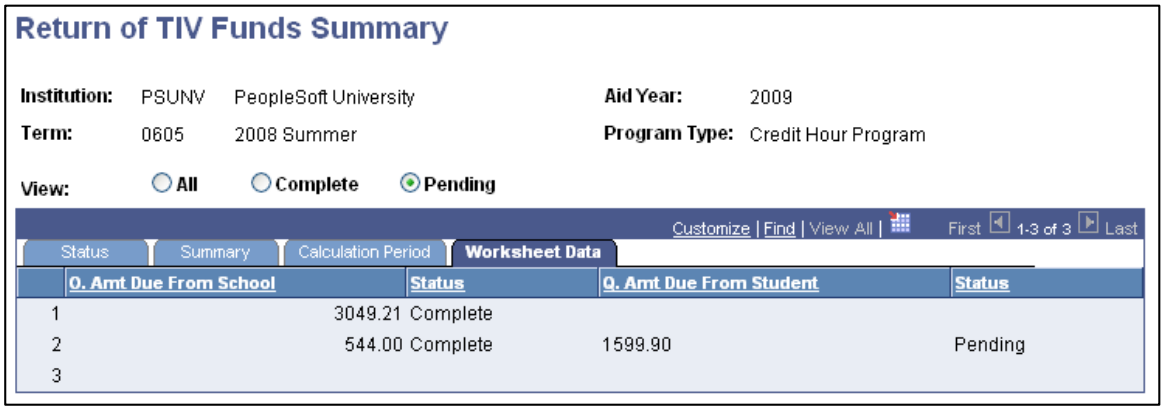
Worksheet Data Tab

Select the Worksheet Data tab.

Image: Return of TIV Funds Summary page: Worksheet Data tab

This example illustrates the fields and controls on the Return of TIV Funds Summary page: Worksheet Data tab. You can find definitions for the fields and controls later on this page.



O. Amt. Due From School (O. amount due from school)	Displays the amount of aid the institution must return to the Title IV programs. The institution allocates its share of unearned funds first.
Status	Displays the school's return status of the calculation for the amount due from the school as *Pending* or *Complete.*
Q. Amt. Due From Student (Q. amount due from student)	Displays the amount of aid the student must return to the Title IV programs.
Status	Displays the student's return status of the calculation for the amount due from the student as *Pending* or *Complete.*

Generating Return of Title IV Funds Withdrawal Report

This section discusses how to:

- Generate the Return of Title IV Funds Report.
- View career totals.

Pages Used to Generate the Return of Title IV Aid Report

Page Name	*Definition Name*	*Navigation*	*Usage*
Return of TIV Funds Report	RUN_CNTL_FATIVRTN	Financial Aid, Return of Title IV Funds HERA, Return of TIV Aid Report, Return of TIV Funds Report	Generate the Return of Title IV Funds Withdrawal report.

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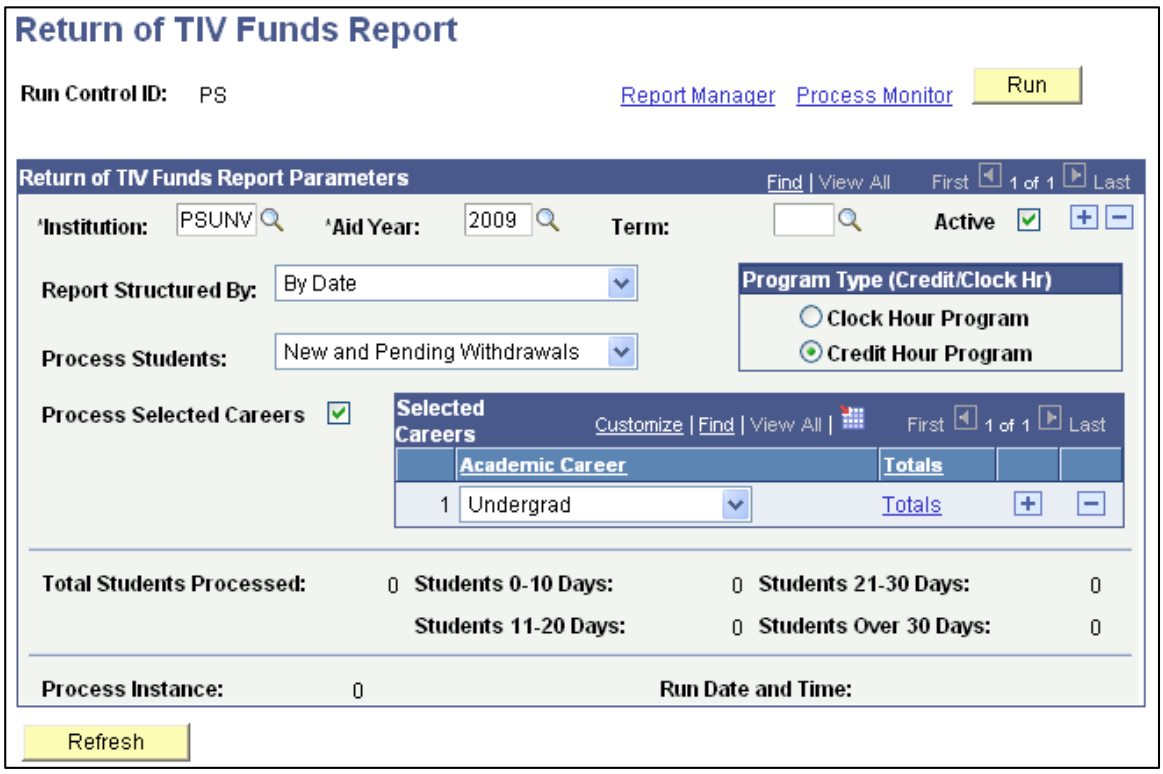
Page Name	*Definition Name*	*Navigation*	*Usage*
Totals for Career	RUN_CNTL_CARTOLS	Click the Totals link on the Return of TIV Funds Report page.	View the total number of days passed for each aging agent category and view the total number of students processed.

Generating Return of TIV Funds Report

Access the Return of TIV Funds Report page (Financial Aid, Return of Title IV Funds HERA, Return of TIV Aid Report, Return of TIV Funds Report).

Image: Return of TIV Funds Report page

This example illustrates the fields and controls on the Return of TIV Funds Report page. You can find definitions for the fields and controls later on this page.



The report displays the most recent withdrawal dates first and the oldest last. The system displays the information based on how you define your run control options. It includes worksheet calculations, return of funds by the school and student, institutional charges, and number of days since the withdrawal date.

Active Select to activate the run control for that row.

Report Structured By Select from the following options how the report was structured:

By Date

By Name

By Date Range/Name

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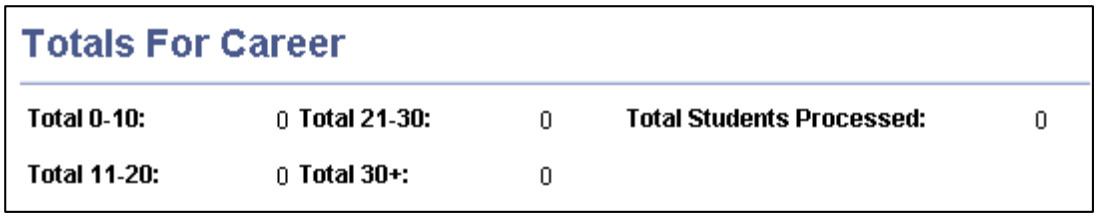
Process Students	Select from the following status options. *Completed Withdrawals:* Select to view students who have completed withdrawal worksheets. *New Withdrawals Only:* Select to view students who have a withdrawal date but no withdrawal worksheet records. *New and Pending Withdrawals:* Select to view students who have a withdrawal date, but the withdrawal process is not complete. *Pending Withdrawals:* Select to view students whose Return of Title IV calculations are not complete.
Process Selected Careers	Select to process the report by specific careers. If this check box is clear, the system processes all careers.
Clock Hour Program	Select to view records with a program type by clock hours.
Credit Hour Program	Select to view records with a program type by credit hours.
Students 0-10 Days, Students 11-20 Days, Students 21-30 Days, and **Students Over 30 Days**	Used as an aging agent to indicate how many days have passed since the institution determined the date of withdrawal.
Total Students Processed	Displays the total number of students processed for this report.
Process Instance	Displays an increment counting of the last time the process was run.
Run Date and Time	Displays the date and time the process was run.
Refresh	Click to refresh the totals after each time you run the process.
Totals	Click to view the total number records based on career.

Viewing Career Totals

Access the Totals for Career page (click the Totals link on the Return of TIV Funds Report page).

Image: Totals for Career page

This example illustrates the fields and controls on the Totals for Career page.



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