



## RETURN TO TITLE IV REFUND (RCTC Procedure 7.4.1)

### **Part 1. Introduction:**

Rochester Community and Technical College is not required to, and does not, record student attendance. Federal regulations mandate that the college have a procedure in place to ensure that students have attended, at a minimum, one class session in each course in which that student has registered, if that course was used to determine enrollment status for Federal Pell Grant. (34 CFR 668.21)

### **Part 2. Procedure:**

After the add/drop period for each course has ended, faculty members must submit to the Financial Aid Office, the names of students that have not attended a class session. In most cases, this reporting will occur on the sixth class day of the semester. Reminder notifications will be sent to faculty throughout the term to request the names of non-attendees for late-start courses. Classes the student has not attended are flagged as ineligible for financial aid in the ISRS system and are not included in the award calculation for disbursement of funds. If a faculty member does not include a student in the report to the Financial Aid Office of non-attendees, it is inferred that the student has attended at least one class session.

If a student officially withdraws from all courses (total withdrawal), it is determined whether a Return to Title IV refund calculation is required. If required, a calculation is completed and the student is notified of any financial liability. RCTC will immediately return amounts owed to Financial Aid programs and the student is billed for these amounts.

Students who have unofficially withdrawn are identified at the end of each term. A report of students who have earned zero credits for the term is generated. The student's last date of attendance for purposes of the Return to Title IV calculation will be defined as the last date of withdrawal (if applicable) or the mid point of the term, whichever is later. The calculation is completed using this last date of attendance and a letter is sent to notify the student of their financial liability. If the student's instructors provide documentation of attendance beyond the 60% point, no calculation is required, as aid is 100% earned per federal regulation.

*Date of Implementation: June 1, 2006*

*Date of Adoption: April 25, 2006*