

Version	1.0
Document Generation Date	12/31/2008
Date Modified	12/31/2008
Last Changed by	ASDS
Status	Draft

Calculating the Return of Title IV Aid

Concept

All students receiving Title IV federal grant or loan assistance who withdraw from the institution in the first 60% of the term are subject to the Return of Title IV Fund policy.

Process Document

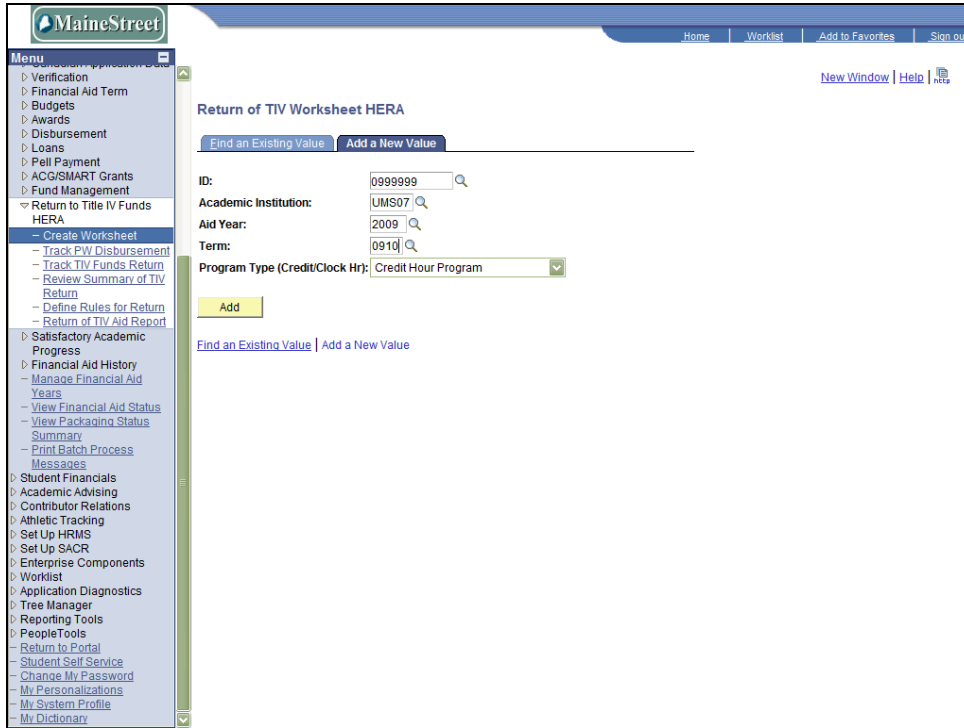
Financial Aid: Calculating the Return of Title IV Aid-123008



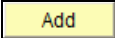
Procedure

Step	Action
1.	Navigate: Financial Aid > Return to Title IV Funds HERA > Create Worksheet.
2.	<p>The student may already have a R2T4 worksheet saved. In that case you should enter search criteria and click Search.</p> <p>If the student does not have a R2T4 worksheet, click the Add a New Value tab to create one.</p>

The screenshot displays the 'Return of TIV Worksheet HERA' search page in the MaineStreet system. The left-hand menu is expanded to 'Return to Title IV Funds HERA', with 'Create Worksheet' selected. The main content area shows search criteria fields: ID (begins with 0999999), Academic Institution (UMS07), Aid Year (2009), Term (begins with), Program Type (Credit/Clock Hr:), National ID (begins with), Campus ID (begins with), Last Name (begins with), and First Name (begins with). There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search area, a message states 'No matching values were found.' and provides links for 'Find an Existing Value' and 'Add a New Value'.



The screenshot shows the 'Return of TIV Worksheet HERA' page in the MaineStreet system. The left sidebar contains a navigation menu with categories like Verification, Financial Aid Term, Budgets, Awards, Disbursement, Loans, Pell Payment, ACG/SMART Grants, Fund Management, and Return to Title IV Funds. The 'Return to Title IV Funds' section is expanded to show 'HERA' with options like 'Create Worksheet', 'Track PW Disbursement', 'Track TIV Funds Return', 'Review Summary of TIV Return', 'Define Rules for Return', and 'Return of TIV Aid Report'. The main content area has a title 'Return of TIV Worksheet HERA' and two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are input fields for ID (0999999), Academic Institution (UMS07), Aid Year (2009), Term (0910), and a dropdown for Program Type (Credit Hour Program). A yellow 'Add' button is positioned below the form fields. At the bottom of the form area, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
3.	<p>Enter the student's ID, the Institution, the Aid Year and the Term for which you are calculating the R2T4 amounts.</p> <p>Click the Add button.</p> 

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Financial Aid: Calculating the Return of Title IV Aid-123008



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Return TIV Aid | Return of Funds Worksheet | Student/School Return

Hiram Footram ID: 0999999
 Institution: UMS07 University Maine Presque Isle Aid Year: 2009
 Term: 0910 2008 Fall Program Type: Credit Hour Program

Student Status: FA Term [Calculate All](#)

Summary

Date of Withdrawal: 10/15/2008 Undetermined Withdrawal Date Days Elapsed: 76 [Last Updated](#)
 *Overall Status: Pending *Institutional Determination Dt: 10/15/2008 Date Form Completed:

Period Information

Payment Period Enrollment Period *Start Date: 09/02/2008 *End Date: 12/20/2008

Term/Session Information

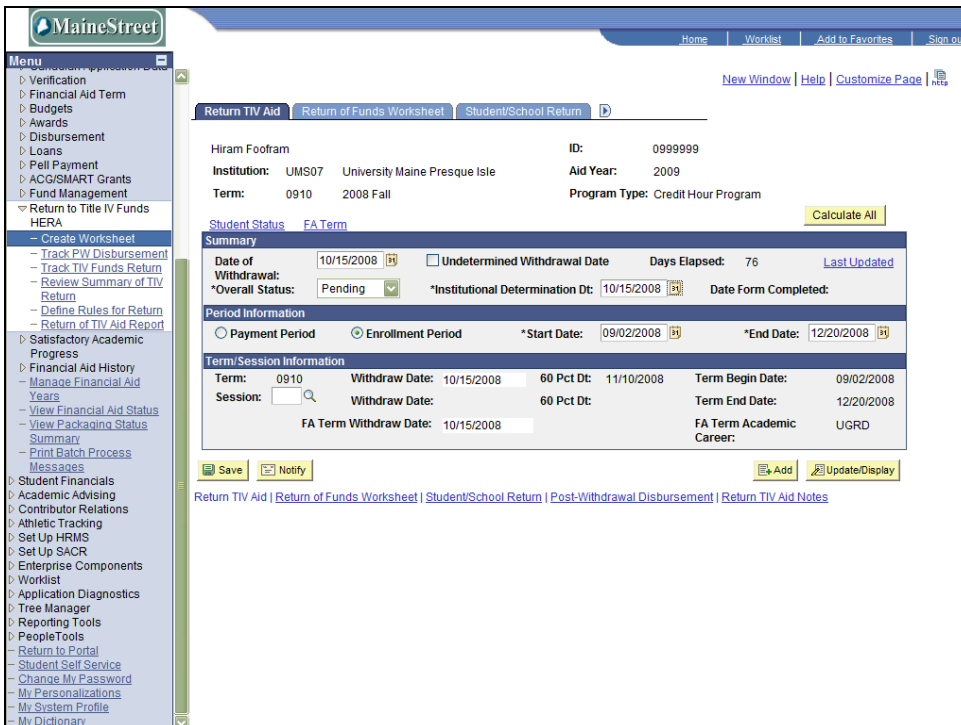
Term: 0910 Withdraw Date: 10/15/2008 60 Pct Dt: 11/10/2008 Term Begin Date: 09/02/2008
 Session: Withdraw Date: 60 Pct Dt: Term End Date: 12/20/2008
 FA Term Withdraw Date: 10/15/2008 FA Term Academic Career: UGRD

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Return TIV Aid](#) | [Return of Funds Worksheet](#) | [Student/School Return](#) | [Post-Withdrawal Disbursement](#) | [Return TIV Aid Notes](#)

Step	Action
4.	<p>Use the Student Status link to view the Packaging Status Summary page for the student. Use the FA Term link to access the student's Financial Aid Term page, and if desired, rebuild FA Term.</p> <p>Click the Calculate All button to perform the calculations for amounts of earned and unearned aid and aid to be returned.</p> <p>The dates on the Return TIV Aid page are populated from Student Records. The dates in the Summary and Period Information sections of the page can be edited.</p> <p>The Date of Withdrawal is the date established in Student Records. If the student has withdrawn unofficially (there is no Date of Withdrawal), select the Undetermined Withdrawal Date checkbox. The Date of Withdrawal field will be populated with the midpoint of the payment period. You can edit that field if desired.</p> <p>The Institutional Determination Dt field should contain the withdrawal date determined by the financial aid office. By default it contains the current date, but you can edit it. Days Elapsed is the number of days since the Institutional Determination Date.</p>

Step	Action
5.	<p>Use the Last Updated link to see the timestamp and emplid of the person who made the last update to the page.</p> <p>The Overall Status is initially set to <i>Pending</i>, but once the return process is complete, you can manually set Overall Status to <i>Complete</i>. Once the Status is set to Complete, the fields are no longer editable, and the Date Form Completed is filled in with the current date.</p> <p>Use the Period Information section of the page to indicate nonstandard periods or terms. By default, the Enrollment Period is selected and the start and end dates are populated from the term/session table. These dates are used in the calculations of funds to return. To enter data for a nonstandard period, select Payment Period and edit the dates. If you change the start and end dates, click the Calculate All button to recalculate the earned, unearned and aid to be returned amounts.</p>
6.	Use the Session field to indicate the session from which the student has withdrawn.



Step	Action
7.	<p>Click the Return of Funds Worksheet tab.</p> <p>Return of Funds Worksheet</p>

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Financial Aid: Calculating the Return of Title IV Aid-123008



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Return TIV Aid | Return of Funds Worksheet | Student/School Return

Hiram Footram ID: 0999999
 Institution: UMS07 University Maine Presque Isle Aid Year: 2009
 Term: 0910 2008 Fall Program Type: Credit Hour Program

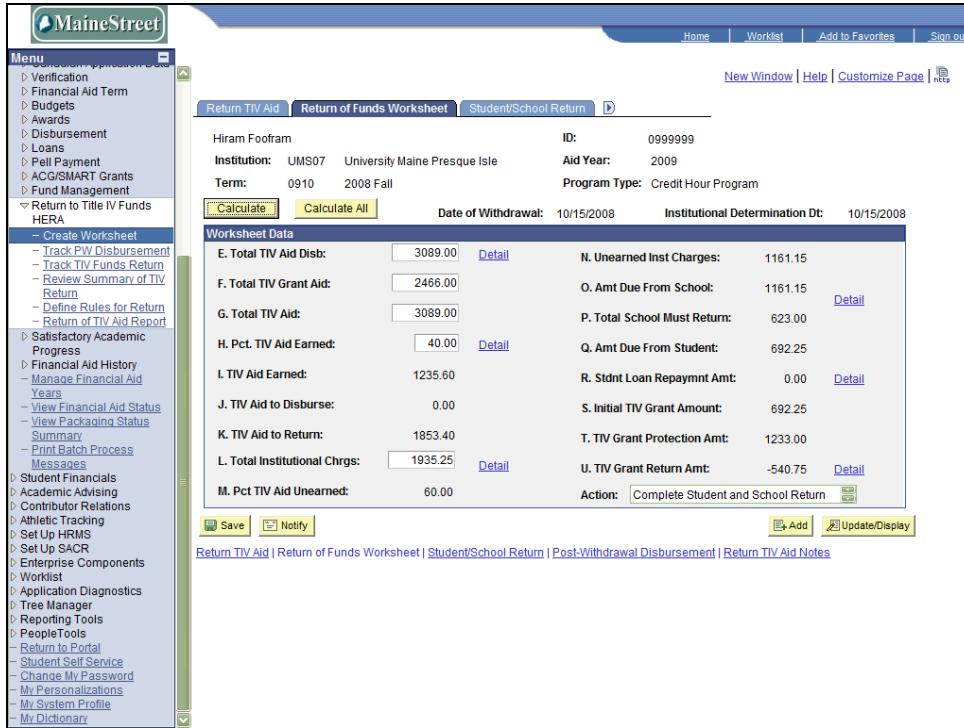
Calculate Calculate All Date of Withdrawal: 10/15/2008 Institutional Determination Dt: 10/15/2008

Worksheet Data				
E. Total TIV Aid Disb:	3089.00	Detail	N. Unearned Inst Charges:	1161.15
F. Total TIV Grant Aid:	2466.00		O. Amt Due From School:	1161.15
G. Total TIV Aid:	3089.00		P. Total School Must Return:	623.00
H. Pct. TIV Aid Earned:	40.00	Detail	Q. Amt Due From Student:	692.25
I. TIV Aid Earned:	1235.60		R. Stdnt Loan Repaymnt Amt:	0.00
J. TIV Aid to Disburse:	0.00		S. Initial TIV Grant Amount:	692.25
K. TIV Aid to Return:	1853.40		T. TIV Grant Protection Amt:	1233.00
L. Total Institutional Chrgs:	1935.25	Detail	U. TIV Grant Return Amt:	-540.75
M. Pct TIV Aid Unearned:	60.00		Action:	Complete Student and School Return

Save Notify Add Update/Display

[Return TIV Aid](#) | [Return of Funds Worksheet](#) | [Student/School Return](#) | [Post-Withdrawal Disbursement](#) | [Return TIV Aid Notes](#)

Step	Action
8.	Use the Detail links to view or change specific amounts. If you make adjustments, click the Calculate button.



The screenshot shows the 'Return of Title IV Aid' worksheet in the MaineStreet system. The student's name is Hiram Foofram, ID: 0999999, at University Maine Presque Isle for the 2009 aid year. The worksheet displays various financial aid metrics and their corresponding amounts.

Worksheet Data	
E. Total TIV Aid Disb:	3089.00 Detail
F. Total TIV Grant Aid:	2466.00
G. Total TIV Aid:	3089.00
H. Pct. TIV Aid Earned:	40.00 Detail
I. TIV Aid Earned:	1235.60
J. TIV Aid to Disburse:	0.00
K. TIV Aid to Return:	1853.40
L. Total Institutional Chrgs:	1935.25 Detail
M. Pct TIV Aid Unearned:	60.00
N. Unearned Inst Charges:	1161.15
O. Amt Due From School:	1161.15 Detail
P. Total School Must Return:	623.00
Q. Amt Due From Student:	692.25
R. Stdnt Loan Repaymnt Amt:	0.00 Detail
S. Initial TIV Grant Amount:	692.25
T. TIV Grant Protection Amt:	1233.00
U. TIV Grant Return Amt:	-540.75 Detail

Buttons at the bottom include Save, Notify, Add, and Update/Display. A link for 'Complete Student and School Return' is also visible.

Step	Action
9.	Click the Detail link on row E to view the TIV Aid that has been disbursed. Detail

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 - HERA
 - Create Worksheet
 - Track PW Disbursement
 - Track TIV Funds Return
 - Review Summary of TIV Return
 - Define Rules for Return
 - Return of TIV Aid Report
- ▷ Satisfactory Academic Progress
- ▷ Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status
 - Summary
 - Print Batch Process Messages
- ▷ Student Financials
- ▷ Academic Advising
- ▷ Contributor Relations
- ▷ Athletic Tracking
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

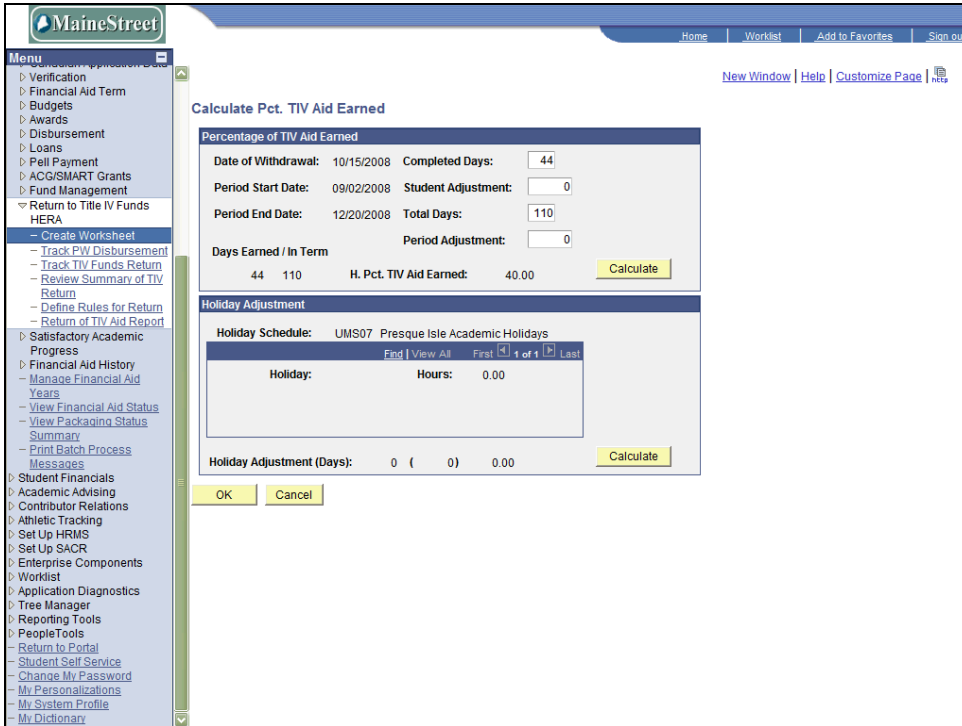
Calculate TIV Aid Information

Title IV Grant Programs		Amount Disbursed	Amt Could Have Been Disbursed	
1. Pell Grant:		2366.00	0.00	A. 2466.00
2. Academic Comp:		0.00	0.00	+ B. 623.00
3. National SMART:		0.00	0.00	= E. 3089.00
4. FSEOG:		100.00	0.00	A. 2466.00
		2466.00	0.00	+ C. 0.00
		Subtotal A.	Subtotal C.	= F. 2466.00

Title IV Loan Programs		Net Amount Disbursed	Net Amt Could Have Been Disb	
5. Unsub FFEL/Direct:		0.00	0.00	A. 2466.00
6. Sub FFEL/Direct Staff:		623.00	0.00	B. 623.00
7. Perkins:		0.00	0.00	C. 0.00
8. Grad PLUS:		0.00	0.00	+ D. 0.00
9. PLUS:		0.00	0.00	= G. 3089.00
		623.00	0.00	
		Subtotal B.	Subtotal D.	Calculate Aid

OK Cancel

Step	Action
10.	Click the OK button.
11.	Click the Detail link on row H to adjust the student's completed days.



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 - Track TIV Funds Return
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- Athletic Tracking
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- People Tools
- Return to Portal
- Student Self Service
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Calculate Pct. TIV Aid Earned

Percentage of TIV Aid Earned

Date of Withdrawal: 10/15/2008 Completed Days:

Period Start Date: 09/02/2008 Student Adjustment:

Period End Date: 12/20/2008 Total Days:

Days Earned / In Term Period Adjustment:

44 110 H. Pct. TIV Aid Earned: 40.00

Holiday Adjustment

Holiday Schedule: UMS07 Presque Isle Academic Holidays

Find	View All	First	1 of 1	Last
Holiday: Hours: 0.00				

Holiday Adjustment (Days): 0 (0) 0.00

Step	Action
12.	Use the Student Adjustment field to make a professional judgment regarding the number of days the student completed. Use the Period Adjustment field to compensate for scheduled holidays of five consecutive days or more. Click the Calculate button to recalculate the percentage. <input type="button" value="OK"/>
13.	Click the Detail link on the L row to view institutional charges. Detail

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Financial Aid: Calculating the Return of Title IV Aid-123008



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 - Track TIV Funds Return
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 - View Packaging Status
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- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Calculate Charge Information

Stnt Institutional Chg Amts		Student's Institutional Charge Information			
Tuition and Fees:	1935.25	ChargeType:	Tuition	Academic Career	UGRD
Room and Board:	0.00	Item Type:	000000202530	Business Unit	UMS07
Other:	0.00	Item Amt:	11.25		
G. Total Institutional Chrgs: 1935.25		Total Institutional Charges:	1935.25	<input type="button" value="Calculate"/>	

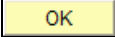

Step	Action
14.	Click the OK button.
15.	Click the Detail link to the right of the O row to view details on the amounts to return.



The screenshot shows the 'Calculate Return Amounts' screen in the MaineStreet application. The left sidebar contains a menu with options like 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', and 'Return to Title IV Funds'. The 'Return to Title IV Funds' section is expanded, showing options like 'HERA', 'Create Worksheet', 'Track PW Disbursement', 'Track TIV Funds Return', 'Review Summary of TIV Return', 'Define Rules for Return', and 'Return of TIV Aid Report'. The main content area displays a table of aid types and amounts:

School Return of Funds	
1. Unsub:	0.00
2. Sub:	623.00
3. Perkins:	0.00
4. Grad PLUS:	0.00
5. PLUS:	0.00
6. Pell:	538.15
7. Acad Comp:	0.00
8. SMART:	0.00
9. FSEOG:	0.00
O. By School:	1161.15
P. School Rtrn:	623.00
Q. By Student:	692.25
R. Repayment:	0.00

Below the table, there are 'OK' and 'Cancel' buttons. A 'Calculate' button is also visible next to the 'P. School Rtrn' row.

Step	Action
16.	Click the OK button. 
17.	Click the Detail link on row R to display or adjust the loan amounts to return. 

Process Document

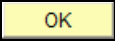

Financial Aid: Calculating the Return of Title IV Aid-123008

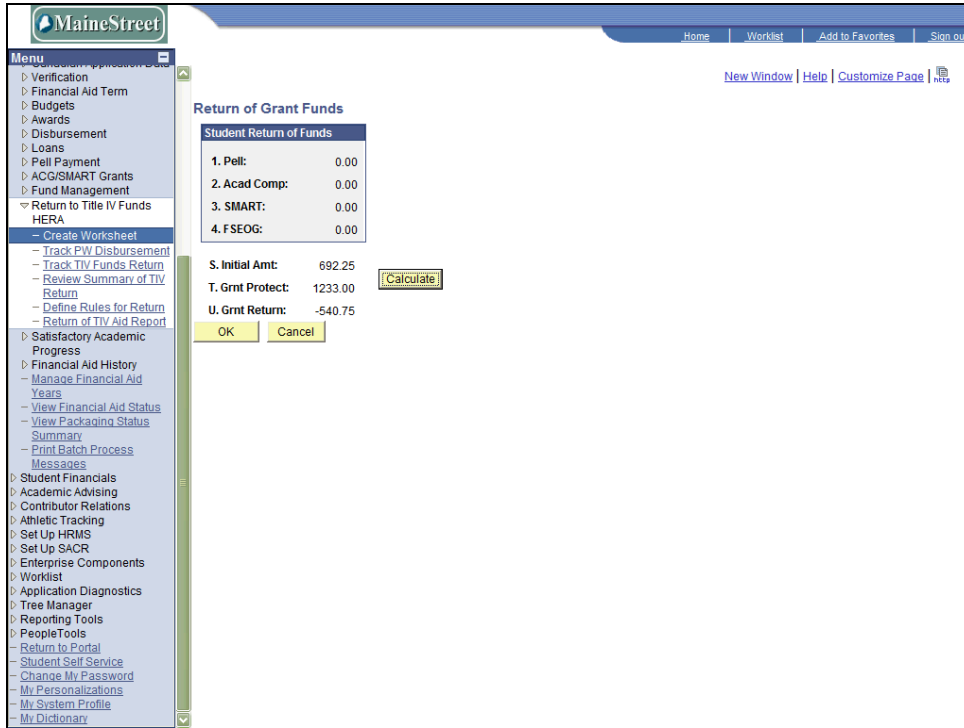


The screenshot shows the 'Return of Loan Funds' page in the MaineStreet system. The left-hand menu is expanded to show 'Return to Title IV Funds' with sub-items like 'HERA', 'Create Worksheet', 'Track PW Disbursement', 'Track TIV Funds Return', 'Review Summary of TIV Return', 'Define Rules for Return', and 'Return of TIV Aid Report'. The main content area contains the 'Return of Loan Funds' form with the following fields:

Student Return of Funds	
1. Unsub:	<input type="text" value="0.00"/>
2. Sub:	<input type="text" value="0.00"/>
3. Perkins:	<input type="text" value="0.00"/>
4. Grad PLUS:	<input type="text" value="0.00"/>
5. PLUS:	<input type="text" value="0.00"/>

At the bottom of the form are 'OK' and 'Cancel' buttons.

Step	Action
18.	<p>On this page, enter the totals for any FFEL or Direct loans, Perkins, or PLUS loans for which the student is responsible.</p> <p>Click the OK button.</p> 
19.	<p>Click the Detail link on the U row to see details on TIV Grants.</p> 



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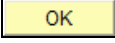
Return of Grant Funds

Student Return of Funds

1. Pell:	0.00
2. Acad Comp:	0.00
3. SMART:	0.00
4. F SEOG:	0.00
S. Initial Amt:	692.25
T. Grnt Protect:	1233.00
U. Grnt Return:	-540.75

[Calculate]

OK Cancel

Step	Action
20.	Click the OK button. 

Process Document

Financial Aid: Calculating the Return of Title IV Aid-123008



MaineStreet

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Return TIV Aid | Return of Funds Worksheet | **Student/School Return**

Hiram Foofram ID: 0999999
 Institution: UMS07 University Maine Presque Isle Aid Year: 2009
 Term: 0910 2008 Fall Program Type: Credit Hour Program

Calculate Calculate All Date of Withdrawal: 10/15/2008 Institutional Determination Dt: 10/15/2008

Worksheet Data

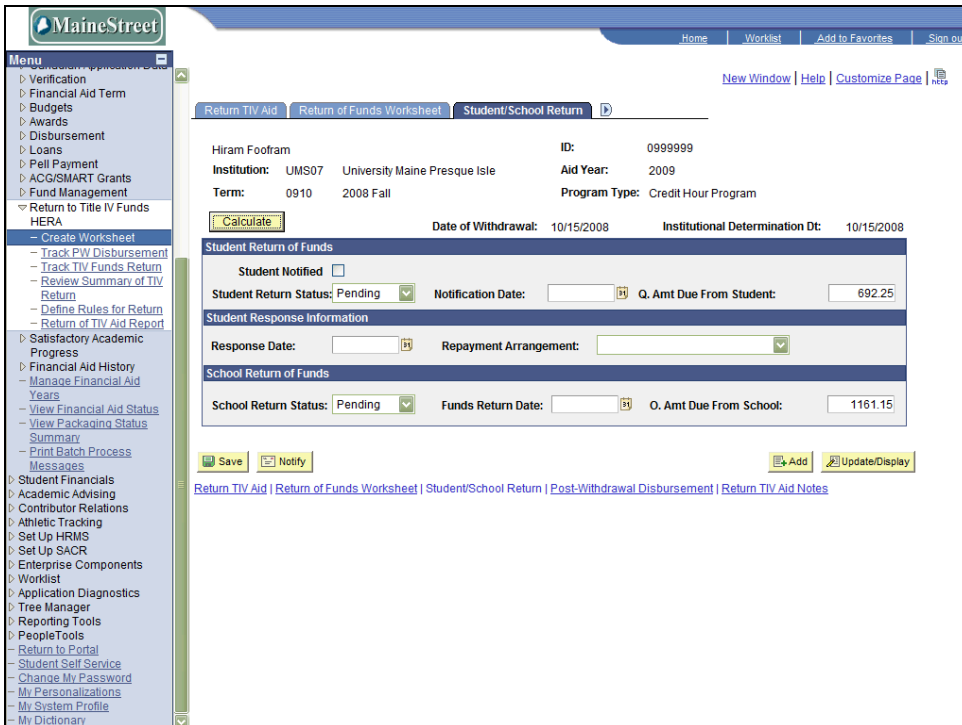
E. Total TIV Aid Disb:	3089.00	Detail	N. Unearned Inst Charges:	1161.15
F. Total TIV Grant Aid:	2466.00		O. Amt Due From School:	1161.15
G. Total TIV Aid:	3089.00		P. Total School Must Return:	623.00
H. Pct. TIV Aid Earned:	40.00	Detail	Q. Amt Due From Student:	692.25
I. TIV Aid Earned:	1235.60		R. Stdn Loan Repaymnt Amt:	0.00
J. TIV Aid to Disburse:	0.00		S. Initial TIV Grant Amount:	692.25
K. TIV Aid to Return:	1853.40		T. TIV Grant Protection Amt:	1233.00
L. Total Institutional Chrgs:	1935.25	Detail	U. TIV Grant Return Amt:	-540.75
M. Pct TIV Aid Unearned:	60.00			

Action: Complete Student and School Return

Save Notify Add Update/Display

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

Step	Action
21.	Use the last three tabs to track student and school return information. Click the Student/School Return tab.



The screenshot shows the 'MaineStreet' web application interface. The left sidebar contains a 'Menu' with various options, including 'Return to Title IV Funds' and 'Financial Aid History'. The main content area is titled 'Student/School Return' and displays information for student Hiram Footram. Key fields include:

- Student Return Status:** Pending (dropdown menu)
- Notification Date:** (calendar icon)
- Q. Amt Due From Student:** 692.25
- Student Response Information:**
 - Response Date:** (calendar icon)
 - Repayment Arrangement:** (dropdown menu)
- School Return Status:** Pending (dropdown menu)
- Funds Return Date:** (calendar icon)
- O. Amt Due From School:** 1161.15

Buttons for 'Calculate', 'Save', 'Notify', 'Add', and 'Update/Display' are visible. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Step	Action
22.	<p>Use this page to enter tracking data about the progress of the funds return.</p> <p>Select the Student Notified checkbox and enter the Notification Date when you have notified the student. Click the Student Return Status list.</p>
23.	<p>Leave the Student Return Status set to Pending until the return of funds is complete. At that time, manually set the Student Return Status to Complete.</p> <p>If the student does not need to return funds, set the Student Return Status to Complete.</p> <p>Fill in the Student Response Information and School Return of Funds sections of the page.</p> <p>Once the Student Return Status and School Return Status are set to Complete (that is, all return processing is done), go to the Return TIV Aid page and set the Overall Status to Complete.</p>

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Hiram Foolfram ID: 0999999
Institution: UMS07 University Maine Presque Isle **Aid Year:** 2009
Term: 0910 2008 Fall **Program Type:** Credit Hour Program

Date of Withdrawal: 10/15/2008 **Institutional Determination Dt:** 10/15/2008

Student Return of Funds

Student Notified
Student Return Status: Pending **Notification Date:** **Q. Amt Due From Student:** 692.25

Student Response Information

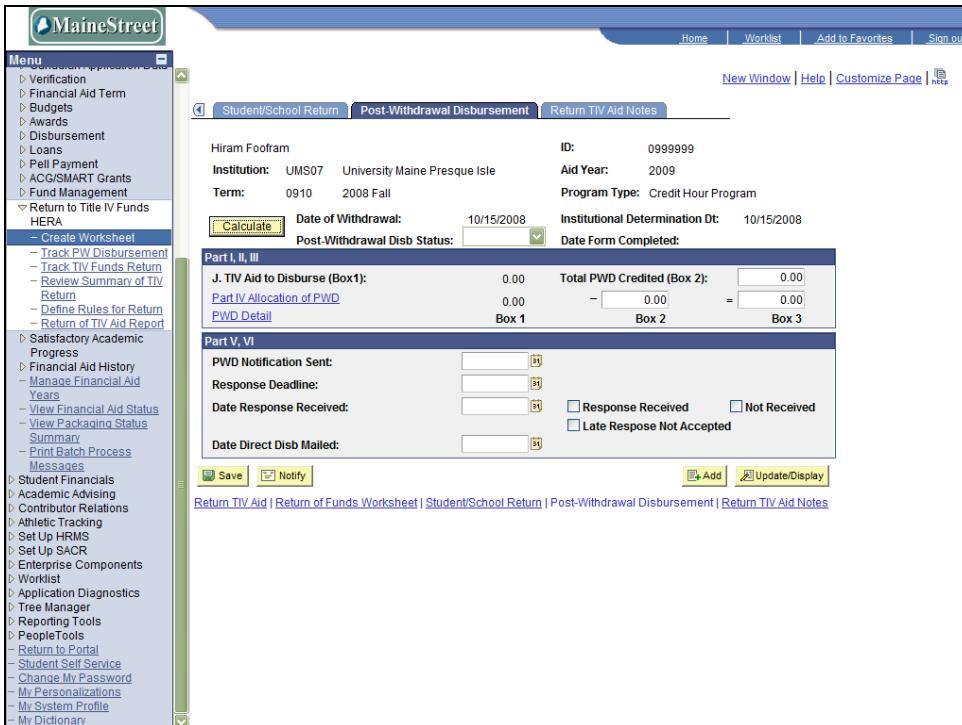
Response Date: **Repayment Arrangement:**

School Return of Funds

School Return Status: Pending **Funds Return Date:** **O. Amt Due From School:** 1161.15

[Return TIV Aid](#) | [Return of Funds Worksheet](#) | [Student/School Return](#) | [Post-Withdrawal Disbursement](#) | [Return TIV Aid Notes](#)

Step	Action
24.	Click the Post-Withdrawal Disbursement tab. Post-Withdrawal Disbursement



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- Tree Manager
- Reporting Tools
- People Tools
- Return to Portal
- Student Self Service
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Student/School Return Post-Withdrawal Disbursement Return TIV Aid Notes

Hiram Fooram ID: 0999999

Institution: UMS07 University Maine Presque Isle Aid Year: 2009

Term: 0910 2008 Fall Program Type: Credit Hour Program

Date of Withdrawal: 10/15/2008 Institutional Determination Dt: 10/15/2008

Post-Withdrawal Disb Status: Date Form Completed:

Part I, II, III

J. TIV Aid to Disburse (Box 1):	0.00	Total PWD Credited (Box 2):	0.00
Part IV Allocation of PWD	0.00	-	0.00 = 0.00
PWD Detail	Box 1	Box 2	Box 3

Part V, VI

PWD Notification Sent:

Response Deadline:

Date Response Received: Response Received Not Received

Late Response Not Accepted

Date Direct Disb Mailed:

[Return TIV Aid](#) | [Return of Funds Worksheet](#) | [Student/School Return](#) | [Post-Withdrawal Disbursement](#) | [Return TIV Aid Notes](#)

Step	Action
25.	<p>Use the Post-Withdrawal Disbursement page to view and adjust the post-withdrawal disbursement calculations. Use the Calculate button to recalculate the amount if changes are made. If the TIV Aid to Disburse is not zero, the Post-Withdrawal Disb Status will be set to Pending. Manually set it to Complete when disbursement is complete.</p> <p>The TIV Aid to Disburse is populated from row J on the Return of Funds page. Click the Part IV Allocation of PWD link.</p> <p>Part IV Allocation of PWD</p>

Process Document

Financial Aid: Calculating the Return of Title IV Aid-123008



MaineStreet

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Menu

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Allocation of PWD

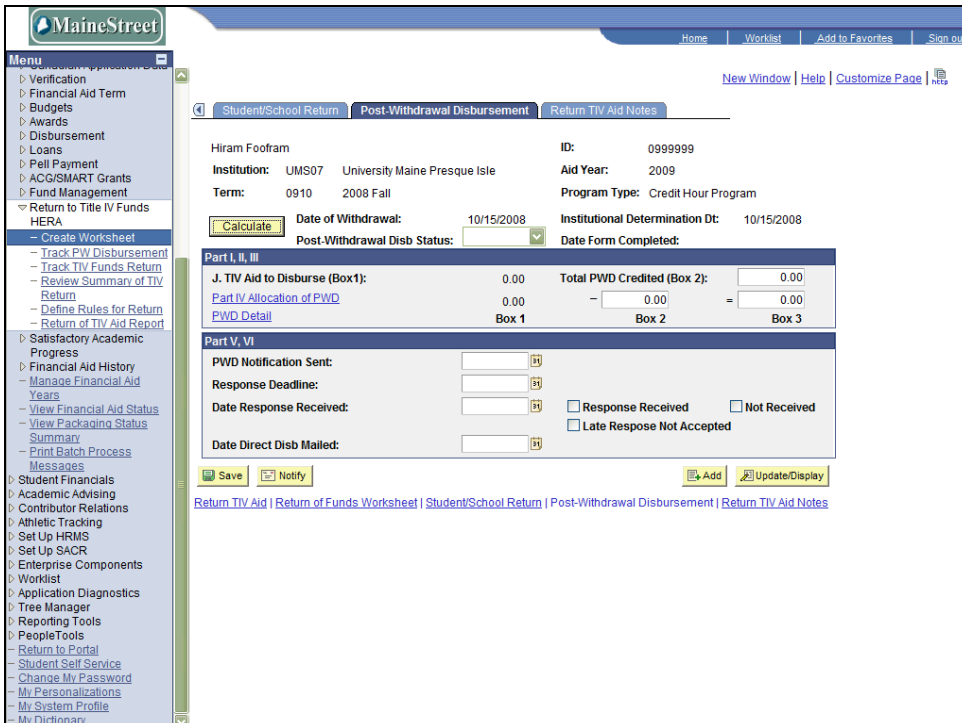
Type of Aid	Grant Credited	Ln Amt Sought	Ln Amt Auth	Aid Offered	Aid Accepted
Unsub:		0.00	0.00	0.00	0.00
Sub:		0.00	0.00	0.00	0.00
Perkins:		0.00	0.00	0.00	0.00
Grad Plus:		0.00	0.00	0.00	0.00
Plus:		0.00	0.00	0.00	0.00
Pell Grant:	0.00			0.00	0.00
ACG:	0.00			0.00	0.00
SMART:	0.00			0.00	0.00
FSEOG:	0.00			0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00

Calculate

OK Cancel

Step	Action
26.	Click the OK button.

OK

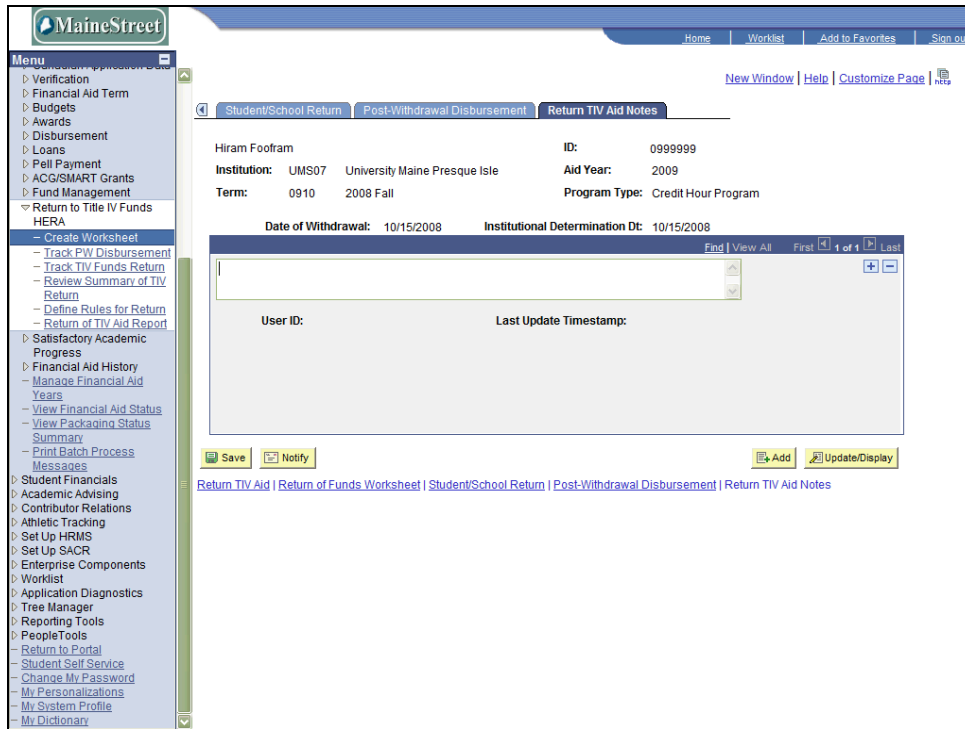



The screenshot shows the 'Return TIV Aid Notes' form in the MaineStreet system. The form is for student Hiram Fooram at the University of Maine Presque Isle, UMS07, for the 2008 Fall term. The date of withdrawal is 10/15/2008, and the institutional determination date is also 10/15/2008. The program type is 'Credit Hour Program'. The form is divided into several sections: 'Part I, II, III' for TIV aid and PWD calculation, and 'Part V, VI' for PWD notification tracking. The 'Total PWD Credited (Box 2)' field is currently set to 0.00. The 'Calculate' button is highlighted in yellow. The 'Part V, VI' section includes fields for 'PWD Notification Sent', 'Response Deadline', 'Date Response Received', and 'Date Direct Disb Mailed', along with checkboxes for 'Response Received', 'Not Received', and 'Late Response Not Accepted'.

Step	Action
27.	<p>If there are outstanding charges scheduled to be paid from PWD, enter the amount in the Total PWD Credited (Box 2) field and click the Calculate button.</p> <p>Enter PWD notification tracking data in the Part V, VI section of the page.</p>
28.	<p>Click the Return TIV Aid Notes tab.</p> <p>Return TIV Aid Notes</p>

Process Document

Financial Aid: Calculating the Return of Title IV Aid-123008



Step	Action
29.	<p>On the Return TIV Aid Notes page, enter comments of any length.</p> <p>Click the Save button.</p> 
30.	End of Procedure.