


Calculating the Return of Title IV Aid-123008

1.	Navigate: Financial Aid > Return to Title IV Funds HERA > Create Worksheet.
2.	The student may already have a R2T4 worksheet saved. In that case you should enter search criteria and click Search . If the student does not have a R2T4 worksheet, click the Add a New Value tab to create one.
3.	Click the Calculate All button to perform the calculations for amounts of earned and unearned aid and aid to be returned.
4.	<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>
5.	Use the Session field to indicate the session from which the student has withdrawn.
6.	Click the Return of Funds Worksheet tab.
7.	Use the Detail links to view or change specific amounts. If you make adjustments, click the Calculate button.
8.	<p>Use the last three tabs to track student and school return information.</p> <p>Click the Student/School Return tab.</p>
9.	<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.</p>
10.	<p>Leave the Student Return Status set to <i>Pending</i> until the return of funds is complete. At that time, manually set the Student Return Status to <i>Complete</i>.</p> <p>If the student does not need to return funds, set the Student Return Status to <i>Complete</i>.</p> <p>Fill in the Student Response Information and School Return of Funds sections of the page.</p>
11.	Click the Post-Withdrawal Disbursement tab.

Quick Guide

12.	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.
13.	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. Enter PWD notification tracking data in the Part V, VI section of the page.
14.	Click the Return TIV Aid Notes tab.
15.	On the Return TIV Aid Notes page, enter comments of any length. Click the Save button. 
16.	End of Procedure.