

*US Department of Education
Financial Aid Return of Title IV (R2T4)
Guidelines*

The return process for Title IV funds is done over the internet. The calculation of the amount of financial aid that the eligible student has earned, if he/she withdraws from the University before the end of the academic period, is submitted.

The amount of financial aid to be returned to the U.S. Department of Education, for any student currently receiving Federal financial aid and files for a total withdrawal from the University, will be determined and filed using the following guidelines:

1. The Registrar's Office will inform the Bursar's Office the total official and unofficial withdrawal student's reports. Both reports are determined by the class start date and withdrawal request date.
2. An up-to-date cost of tuition must be verified through the Campus VUE Platform. The amount of financial aid Title IV Funds that the student used during his/her study period is calculated. The bursars office validate the last date of attendance, the determination date and the withdrawal date.
3. Data is then entered accordingly through the FAA Access to CPS Online webpage (faaaccess.ed.gov/R2T4Web), where the exact amount of financial aid to be returned to the U.S. Department of Education will be calculated.
4. Any changes and/or adjustments must be indicated in the Campus Vue Platform, accordingly.
5. A hard copy of all the documents must be printed and filed. In the case that a Refund or a Pay Post Withdrawal is reported, the Office of Electronic Communication must be informed; and a hard copy must be delivered to this office in order to maintain an internal control file.
6. The Office of Electronic Communication must make any adjustments necessary in the Common Origination System Disbursement, COD, and not less than 45 calendar days.

According to Federal regulations, in the calculation of the Return of Funds the following programs must be included in the following order: Federal Pell Grant, FSEOG, and Direct Loan Programs Title IV.