

Clark College Return of Title IV Policy

Federal student aid is awarded with the expectation that a student will attend for the full enrollment period. Students who withdraw from all courses may no longer be eligible for the full amount of aid received.

Return of Title IV (R2T4) is a required calculation for students who officially or unofficially withdraw from all courses during a term. The Financial Aid office determines the amount of federal aid earned based on the student's date of withdrawal.

Students are considered to have withdrawn for the term and require a Return of Title IV calculation when:

1. They officially withdraw from all classes through [Enrollment Services](#) (official withdrawal), or
2. Stop attending all classes before the end of the term without officially withdrawing (unofficial withdrawal)

Calculating the Return of Title IV Funds

The Return of Title IV calculation compares the amount of federal aid earned to the amount disbursed to determine if funds must be returned. The calculation includes the following steps:

1. Determine the withdrawal date and percentage of the term completed
2. Calculate the amount of Title IV aid earned
3. Determine the amount of unearned Title IV aid
4. Determine the school's and student's share of unearned aid, including any applicable grant protection
5. Return unearned funds in the following order:
 - Federal Direct Unsubsidized Loan
 - Federal Direct Subsidized Loan
 - Federal Direct PLUS Loan
 - Federal Pell Grant
 - Federal Supplement Educational Opportunity Grant

Calculating the Percentage of Aid Earned

The amount of federal student aid earned is based on the number of days attended divided by the total number of days in the term, up to the student's

official or unofficial withdrawal date. Unearned aid must be returned to the appropriate programs, which may result in a balance owed to the college.

Students who complete at least 60% of the term are considered to have earned all aid, and no return is required.

An official withdrawal is the date recorded through Clark College Enrollment Services procedures. For students who do not officially withdraw or who receive all failing grades (F, U, or Y), the last date of attendance reported by faculty is used to determine aid eligibility.

Return of Unearned Title IV Funds

The Financial Aid Office will notify students of the amount of federal aid earned and update the student accounts to reflect any return of unearned funds to the appropriate programs.

This may result in a balance owed to the college. Students will receive a billing statement from Clark College Accounting Services.

Tuition Refunds

Official withdrawals may result in a tuition refund in accordance with the [Clark College Refund Policy](#). Any refund issued will be applied toward outstanding balances owed to the college through Clark College Accounting Services.

Post-Withdrawal Disbursements

If the amount of earned aid exceeds the amount disbursed, a post-withdrawal disbursement may be issued.

Grant funds are applied directly to the student account to cover eligible institutional charges. If loan funds are included, students will be notified in writing of their eligibility and given a deadline to accept the funds.