

## **Return to Title IV (R2T4) Policy and Withdrawal Process**

### **Return to Title IV (R2T4) Policy**

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive (FSA Handbook Vol 5 Chap 2). Whenever this occurs NIMAA performs a return to Title IV (R2T4) calculation.

The R2T4 calculation takes into account the following items:

- The fact that the NIMAA medical assisting program is a clock hour program, and the parameters used to calculate the aid earned are those that apply to clock hour programs
- The amount of aid the student was eligible for and received
- The amount of tuition and eligible fees charged to the student
- Make refunds in the order outlined in regulations.
- The school will return any Title IV funds within 45 days on the DOD.
- Return any remaining balance to student within 14 calendar days of completing the calculation.
- If the amount of Aid to be returned exceeds the school's portion, then the student will be required to return any excess amount. NIMAA will notify the student in writing if they are required to return funds to the Department.
- Determine if there are post-withdrawal funds. The R2T4 calculation may result in a post-withdrawal disbursement if it is determined that the student received less Aid than they were eligible to receive. All post-withdrawal disbursements are applied to a student's account first, and any resulting credit balance will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

The Financial Aid staff member or their designee will receive notification from the Student Success Manager for all withdrawn students daily and identify all students that need an R2T4 calculation. The calculations are performed using the R2T4 calculation Template. The R2T4 calculation and all supporting documents are maintained in the student's financial aid file. Once reviewed by third party servicer and approved then the refunds are entered in the Core Financial Aid Management System and sent to Common Origination and Disbursement (COD). The refunds are then included in the next roster batch, and applied to the student's ledger and student account statement.

### **Post-Withdrawal Funds**

Students and parents are notified of post-withdrawal funds once the R2T4 calculation has been completed. The notification is sent in the form of a letter outlining the type of funds and the amounts, it also notifies the student of their right to decline all or a portion of the funds. The student or parent is informed that they must respond in writing within 14 days if they choose to receive post-withdrawal loan funds.

A post-withdrawal letter is generated within 30 days of the student's withdrawal, for all students with a Direct Loan post-withdrawal amount. The letters are mailed out to the student or parent and it includes a section to be returned to NIMAA's Business Manager with their decision to either accept all or a portion or decline the funds. A copy of the letter is stored in the student's file.

If the student responds, then NIMAA will process the funds as outlined on their response and any disbursement will be posted to the student's account within 180 days of the student's withdrawal date. If the student, or parent in the case of a parent PLUS loan, does not respond to the institution's notice, no portion of the post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account, nor any portion of loan funds that would be disbursed directly to the student, or parent in the case of a parent PLUS loan, may be disbursed.

Post-withdrawal grant funds are automatically processed and posted to the students account within 45 days of their withdrawal from school. Any credit balances are returned to the student within 14 days of the posted date.

### **Returning Unearned Funds**

The R2T4 calculation clearly states if the refund should be from NIMAA or student. NIMAA will make all Title Iv refunds in the order outlined in the regulations as shown below.

- Unsubsidized Loan
- Subsidized Loan
- Parent PLUS Loan
- Federal Pell Grant

### **Procedures**

Once the calculation is completed the refunds will be generated based on the order outlined above. A refund is scheduled in the Core system and posted to the students' ledgers and sent to COD through the export process. A refund notification is generated in the system and delivered through the student portal and emailed to the student. The refund notification will inform the student of the following: 1) Refund amount; 2) Loan type being refunded; 3) Refund date

## **Withdrawal Policy**

Sometimes conditions or circumstances beyond the control of students and NIMAA require that students withdraw from NIMAA. Any student who wishes to withdraw prior to or after enrollment should notify NIMAA Student Services to document the withdrawal.

Students should meet or speak with Student Services to determine if supports are available to help them stay in the program.

NIMAA does not require students to provide written notification of withdrawal, however such notice is preferred, wherever possible. Non-attendance does not constitute an official withdrawal and will be subject instead to the sanctions noted in the Attendance Policy.

**Withdrawal does not eliminate any student account balance due to the school.**

### **Important Terms Relating to Withdrawal**

<b>TERM</b>	<b>DEFINITION</b>
<b>Official Withdrawal</b>	Student notifies the school of their decision to withdraw via phone call or message, email, or in-person (including video call) conversation.
<b>Unofficial Withdrawal</b>	If a student stops attending the program, NIMAA will make every attempt to contact the student to determine if the student plans to return. If a student misses more than the maximum time per the <a href="#">Attendance Policy (10 calendar days)</a> and fails to request and receive approval for the absences, the student will be dismissed.
<b>Withdrawal Date</b>	The withdrawal date is the date the student notified NIMAA of their withdrawal, or in the absence of such notice, the last date of attendance according to NIMAA's attendance record. This is the date used to determine the student's refund, where relevant, as per the <a href="#">Refund Policy</a> . If a student has been officially dismissed because of attendance and has continued to attend during the appeal process, the last date of attendance is used to determine the withdrawal date.
<b>Last Date of Attendance</b>	The last date a student had academically related activity, which may include online coursework or externship attendance.

TERM	DEFINITION
<b>Date of Determination</b>	<p>The date NIMAA determined that the student withdrew or was dismissed. The official date of determination of a student shall be determined in the following manner:</p> <ul style="list-style-type: none"> <li>The date on which NIMAA notice of official withdrawal; or</li> <li>The date on which the student violates published school policy, which provides grounds for dismissal.</li> <li>The date on which it was determined that the student would not be able to meet the standards for Satisfactory Academic Progress.</li> <li>The date on which NIMAA dismisses the student for failure to meet attendance requirements as defined in the <a href="#">Attendance Policy</a> or for failure to meet financial obligations to the school.</li> </ul>

**Transcripts for Withdrawn Students**

Students who withdraw from NIMAA will receive a “W” grade for any course currently in progress. Students will also receive a “W” grade for any future courses in which the student did not begin attendance. Externship hours will reflect actual hours completed at the time of withdrawal.

**Intent to Retract Withdrawal**

Any student who requests to withdraw from NIMAA and subsequently chooses to retract their withdrawal request must do so in writing within three business days from the date the official notification was provided by the student to Student Services.

Students intending to retract their official withdrawal notification must be eligible to return to school. Any student whose return would occur after a violation of the published attendance policy, whose return would violate the scheduled return requirements of another policy, or who was dismissed or scheduled to be dismissed from school for other reasons, is not eligible to retract the official withdrawal and return to school.