

ellucian™

**Banner**  
Return of Title IV Funds and  
Authorizations Handbook

August 2011



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# Banner

## Return of Title IV Funds and Authorizations

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# 1 Overview

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Banner® Return of Title IV Funds and Title IV Authorizations functionality assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products and enable you to do the following:

- Identify Title IV, institutional charge, like aid year, and manual refund detail codes.
- Record authorizations from students to authorize the use of Title IV aid to pay off non-allowable charges, prior year minor institutional charges, and/or hold excess Title IV aid for future use.
- Allow application of payments to pay off only allowable charges, or to pay off all charges based on user authorization. You can also choose to apply payments so that they will only pay off charges for terms within an aid year, with parameter to control future terms within the aid year.
- Identify original charges as required for the return calculation.
- Define break periods within the period of enrollment.
- Identify Title IV recipients who have fully withdrawn, or are no longer in attendance.
- Determine the enrollment period and the point in the period that enrollment terminated.
- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed in order to calculate the Title IV repayment.
- Determine the amount of Title IV aid that should be returned to the Title IV programs by the institution and/or student, or post-withdrawal disbursed to the student.
- Refund Title IV credits.

The FSA regulations regarding paying prior year charges using a credit balance created by Title IV funds have changed for disbursements made by an institution on or after July 1, 2008. The regulations now stipulate that not more than \$200 of the current year's funds can be applied to prior award year charges to both institutional and non-institutional expenses.

Previously, prior year authorization was required to apply Title IV credits to prior year charges. Now, prior year authorization is not required for institutional charges such as

tuition, fees, room, or board. Prior year authorization is required for other non-institutional expenses related to education.

 **Note**

Title IV authorization is required for current year non-institutional charges to be paid up to the \$200 limit. Title IV authorization and prior year authorization are required for prior year non-institutional charges to be paid up to the \$200 limit. ■

# 2 Setup

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This chapter describes the setup procedures for each product in the recommended order of completion.

## Setting Up Banner Accounts Receivable

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You must perform the setup procedures listed below in order to use the Accounts Receivable portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the Banner Financial Aid and Banner Student products. Instructions for each item appear in the following pages.

### Define Title IV Detail Codes on TSADETC

Banner only applies Title IV payments to charge detail codes that are designated as institutional charges or refunds on the Detail Code Control Form (TSADETC), unless otherwise authorized. This means that you must determine which detail codes will be designated as Title IV payments and institutional charges or refunds at your institution.

You may want to run the Detail Code Report (TGRDETC) to view a list of Title IV-related detail codes. Choose *Detail Code Report* from the options list of TSADETC to run it.

 **Note**

You can use the optional scripts to automatically define Title IV payment and institutional charge detail codes if you are upgrading your current Banner system. Do not use these scripts for an initial Banner installation. ■

### To designate a payment detail code as a Title IV payment

1. Access the Detail Code Control Form (TSADETC).
2. Enter *P* in the **Type** field.
3. Select the **Title IV** check box. The **Refundable** check box will be automatically selected. If this is a Parent Plus Title IV payment, enter PPL in the category code.
4. (Optional) Select the **Like Term** check box if you want Title IV payments to pay off only charges from the same term. The title IV detail codes also flagged as Like Term restricts application of payments processing from paying non matching terms. You must use direct pays to pay off prior year charges. The 200 max must be manually enforced.

5. (Optional) Select the **Like Period** check box if you want Title IV payments to pay off charges that match a term within the Financial Aid Enrollment Period. Always Apply term charges in ascending order from oldest to current. For ex, if the Enrollment Period has terms 201010 and 201020, charges with term 201010 are paid before term 201020. The title IV detail codes also flagged as Like Period restricts application of payments processing from paying terms that are not in the same period. You must use direct pays to pay off prior year charges. The 200 max must be manually enforced.
6. (Optional) Select the **Like Aid Year** check box if you want Title IV payments to pay off charges from the matching term (without regard to aid year) and other terms within the same aid year. The payment aid year is obtained from TBRACCD, if populated. If the TBRACCD Aid Year is not populated, then Aid Year for each term is defined on STVTERM. The title IV detail codes also flagged as Like Aid Year restricts application of payments processing from paying terms that are not in the same Aid Year. You must use direct pays to pay off prior year charges. The 200 max must be manually enforced.
7. Fill out any other information for the detail code according to your institution's practices.
8. Save.

**Note**

Detail codes flagged as TIV will pay off current and authorized prior year charges up to the maximum allowed, unless restricted by one of the three optional indicators above. ■

## To designate a charge detail code as an institutional charge

1. Access the Detail Code Control Form (TSADETC).
2. Enter *C* in the **Type** field.
3. Select the **Institutional Charges** check box.
4. Fill out any other information for the detail code according to your institution's practices.
5. Save.

## To designate a detail code to generate an automatic refund

1. Access the Detail Code Control Form (TSADETC).
2. Enter *C* in the **Type** field.

3. For Non-Plus Parent refund detail code, select *Y* from the **Refund Code** pull-down list. For Plus Parent refund detail code, Select *P* from the **Refund Code** pull-down list.
4. Fill out any other information for the detail code according to your institution's practices.
5. Save.

#### To designate a detail code as a manual refund

1. Access the Detail Code Control Form (TSADETC).
2. Enter *C* in the **Type** field.
3. Select *M* from the **Refund Code** pull-down list.

4. Fill out any other information for the detail code according to your institution's practices.
5. Save.

## Set Up Authorization Codes

Three Title IV-specific authorization codes are delivered with the Return of Title IV Funds and Title IV Authorizations enhancement. You can create others to meet the needs of your institution. For example, you may want to maintain authorizations for institutional purposes such as health insurance waivers, etc.

Banner also provides you with the flexibility to change the description associated with Banner-delivered authorization codes.

### **Note**

Banner provides you with an optional batch process (TVPREQA) to create authorizations from Financial Aid requirements. Refer to the setup procedures for Financial Aid for information. ■

### To create a new authorization code (optional)

1. Access the Authorization Validation Form (TVVAUTH).
2. Enter a code.
3. Enter a description.
4. Save.

### To change the description of a Banner-delivered code (optional)

1. Access the Authorization Validation Form (TVVAUTH).
2. Change the description.
3. Save.

# Setting Up Banner Student

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You must perform the setup procedures listed below in order to use the Student portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the Banner Accounts Receivable and Banner Financial Aid products. Instructions for each item in the list appear in the following pages.

## Steps to Set Up Student

- Set the Title IV original charge cutoff date and Title IV date source.
- Build withdrawal codes on the Student Withdrawal Status Code Validation Form (STVWDRL).
- Designate withdrawal status codes on the Enrollment Status Code Validation Form (STVESTS).

## Set the Title IV Original Charge Cutoff Date

You should familiarize yourself with the dates that your institution uses as the cutoff dates for original charges. You can use the Term Control Form (SOATERM) to review the cutoff dates for registration charges, and the Housing Term Control Form (SLATERM) to review the cutoff dates for housing and related charges.

### To define the original charge cutoff date for registration by term

1. Access the Term Control Form (SOATERM).
2. Enter the term.
3. Go to the next block.
4. Enter the date in the **Original Charge Cutoff Date** field. The default value for this field is the first day of the term as defined on STVTERM. It can be changed.
5. Choose a value for the **Title IV Date Source** radio group. For a term, the default value comes from STVTERM. For part of term, the default dates come from the Part of Term and Web Registration Controls window of STVTERM.
6. Save.

To define the original charge cutoff date for housing by term

1. Access the Housing Term Control Form (SLATERM).
2. Enter a term.
3. Go to the next block.
4. Enter the date for the **Original Charge Cutoff Date** field.
5. Save.

## Build Withdrawal Status Codes on STVWDRL

Use the Student Withdrawal Status Code Validation Form (STVWDRL) to define withdrawal status codes. For withdrawal status codes that indicate a student has been withdrawn and may have aid awards adjusted, you must select the **TIV Update Ind** check box. In addition, you must designate one of these TIV withdrawal status codes as the period midpoint (by selecting the **Period Midpoint Ind** check box).

Example of suggested codes:

Code	Description	TIV Update Ind	Period Midpoint Ind
01	Withdrawal Query Calculation	(cleared)	(cleared)
02	Student Intent to Withdraw	(cleared)	(cleared)
03	Student Withdrawal in Progress	(cleared)	(cleared)
04	Official Withdrawal	(selected)	(cleared)
05	Unofficial WD, Inst records	(selected)	(cleared)
06	Unofficial WD, Period midpoint	(selected)	(selected)
07	Unofficial WD, Discretionary	(selected)	(cleared)

## Create or Designate Enrollment Status Codes as Withdrawals

You must have at least one enrollment status code on the Enrollment Status Code Validation Form (STVESTS) that has the **Withdrawal Indicator** check box selected. The

code(s) that you indicate as withdrawal status codes on this form will be used later by Banner to determine which students are withdrawn.

You may also designate a default withdrawal status code for enrollment status codes.

## Setting Up Banner Financial Aid

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You must perform the setup procedures listed below in order to use the Financial Aid portion of the Return of Title IV Funds and Title IV Authorizations enhancement. In addition, you must also follow the steps to set up the Banner Accounts Receivable and Banner Student products. Instructions for each item in the list appear below the table.

### Steps to Set up Financial Aid

- Set up options for the return of Title IV funds.
- Decide whether your institution will round amounts to dollars or cents.
- Decide whether your institution will optionally return students' amount of financial aid.

### Set Up Options for the Return of Title IV Funds

1. Go to the Institution Financial Aid Options Form (ROAINST).
2. Go to the Institutional Defaults window.
3. (Optional) Select the **Return Indicator** check box if your institution will return the student's portion of Title IV awards.
4. (Optional) Select the **Rounding Indicator** check box if your institution will round return amounts to dollars (and not cents).

 **Note**

The default values for these check boxes are cleared. ■

5. Save.

 **Note**

If your institution has multiple campuses, you can choose different return and rounding values for each campus by using the Title IV Campus Defaults window of this form. Note that you can only access this window by choosing *Title IV* from the options list of the Campus/EDE Defaults window. ■

## Creating Authorizations from Tracking Requirements (Optional)

Under the cash management rules, an institution must receive authorization from a student in order to:

- Use Title IV funds to pay non-institutional charges
- Use Title IV funds to pay prior year balances
- Hold credit balances resulting from Title IV funds

You can use the Create Title IV Auth from Req Process (TVPREQA) to create Banner authorization records from Financial Aid tracking requirements, so that institutions may use the requirements tracking module to facilitate the collection of student authorizations regarding the use of Title IV funds.

In order to use this optional process, you will need:

- Three distinct requirement codes (RTVTREQ) representing the three authorizations listed above.

Only one document and one signature is required. However, the student must have the ability to reply to each authorization independently, so it is necessary to record a response for each authorization type.

You are only required to collect the information one time, but may choose to require a new response each year. The batch process will handle either scenario.

You can delegate the responsibility for recording the response via ROASMRY by checking the **Access Indicator**.

- Two distinct status codes (RTVTRST) to record the student response. One should represent that the student has agreed to the authorization, and the other that the student has denied the authorization.

### **Note**

Both status codes should have the **Satisfied Indicator** selected, as the student response satisfies the tracking requirement without regard to the answer given. ■

# 3 Procedures

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## Maintaining Title IV Authorization Codes

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Refer to [Chapter 2, “Setup”](#) for information about changing the description of Banner-delivered authorization codes. This chapter also contains information about how to associate authorization codes with students.

### How to Create New Authorizations

For Title IV authorization purposes, you will want to create authorization records for students in the TVRAUTH table. There are three ways to do this. You can use one of two Banner forms to create authorizations manually, or you can use the Create Title IV Auth from Req Process (TVPREQA) to create authorizations in batch. Instructions for each method appear below.

#### To create authorizations for multiple students using TVAMASS

1. Access the Mass Authorization Form (TVAMASS).
2. Enter the authorization code in the **Code** field.
3. (Optional) Change the **Start Date** and/or **End Date** if necessary.
4. Go to the next block.
5. Choose the IDs that you want to associate with the authorization code.
6. Save.

 **Note**

If you want to associate additional authorization codes with a student, change the value in the **Code** field. You can create additional records as needed. ■

#### To create authorizations for a single student

1. Access the Authorization Maintenance Form (TVAAUTH).
2. Choose the ID.

3. Go to the next block.
4. Enter the authorization code in the **Authorization Code** field.
5. Leave the **Status** as *authorized*.
6. (Optional) Change the **Start Date** and/or **End Date** if necessary.
7. Save.
8. (Optional) Go to a new blank record and repeat steps 4 through 7 for each authorization code that you want to associate with the student.

## To create authorizations in batch from financial aid tracking requirements

### **Note**

Refer to the examples that follow this procedure to learn more about creating authorizations from financial aid tracking requirements. ■

1. Access the Create Title IV Auth from Req Process (TVPREQA).
2. Choose your printing preference.
3. Go to the Parameter Values block.
4. Choose the aid year.
5. Choose the date from which you want to begin searching for updated statuses.

### **Note**

Banner will display results for students with changed statuses beginning with the date you specify. ■

6. (Optional) If you want to create or rescind authorizations for students who need to authorize you to pay non-institutional charges with their Title IV funds, enter that requirement code for the **Requirement for TIV Auth** parameter. You then have the option to use the **TIV Authorized Status** parameter to create authorizations, and/or the **TIV Denied Status** to rescind authorizations for that requirement.
7. (Optional) If you want to create or rescind authorizations for students who need to authorize you to pay prior year charges with their Title IV funds, enter that requirement code for the **Requirement for PY Auth** parameter. You then have the option to use the **PY Authorized Status** parameter to create authorizations, and/or the **PY Denied Status** to rescind authorizations for that requirement.
8. (Optional) If you want to create or rescind authorizations for students who need to authorize you to hold their excess Title IV funds, enter that requirement code for the

**Requirement for HLD Auth** parameter. You then have the option to use the **HLD Authorized Status** parameter to create authorizations, and/or the **HLD Denied Status** to rescind authorizations for that requirement.

9. (Optional) Enter the start date to use for the authorization(s). The default value is the date that the status of the requirement was updated.
10. (Optional) Enter the end date to use for the authorization(s). The default value is *31-DEC-2099*.
11. Choose whether you want to sort the output by either name or ID.

### Examples

Because most of these parameters are not required, there is a great deal of flexibility in the way(s) that authorizations can be created or rescinded based on tracking requirements. If you have received new authorizations to apply Title IV aid to non-Institutional charges and have already made initial disbursements, you may want to use a start date so that the first day that disbursements were run for the term is the effective date of record for the authorizations (see example 1 parameters 3,4, and 12 below). Since a rescision is effective the day that the schools receives it, however, you will probably want to process denial status codes defaulting to the date the denial was received and status updated (see example 2, parameters 3 and 5, 6 and 8, 9 and 11 with parameter 12 null below).

#### Example 1

On Friday 9/8/2006, you want to create just TIV authorizations to pay non-institutional charges for those accounts whose status has been updated during the previous week on aid year 0607 requirements. Because the authorization is for the full term you want 8/28/2006, the first date disbursements were run, to be the effective date of record for the authorization. The following parameters will be used:

Parameter Number	Parameter Name	Value
01	Aid Year	0607
02	Selection Date	01-SEP-2006 (last time process was run)
03	Requirement for TIV Auth	Requirement code used for TIV Authorizations
04	TIV Authorized Status	Status code you are using if student Authorizes TIV
05	TIV Denied Status	null
06-11		Parms for PY and HLD may all be null

Parameter Number	Parameter Name	Value
12	Start Date	28-AUG-2006
13	End Date	null = 31-DEC-2099, or specify end date for all Authorizations created
14	Sort Indicator	N = Name or I = ID

### **Example 2**

On Friday 9/8/2006 you want to rescind any existing authorizations for those accounts whose status has been updated during the previous week on Aid Year 0607 Requirements. The following parameters will be used:

Parameter Number	Parameter Name	Value
01	Aid Year	0607
02	Selection Date	01-SEP-2006
03	Requirement for TIV Auth	Requirement code used for TIV authorizations
04	TIV Authorized Status	null
05	TIV Denied Status	Status code you are using if student Denies TIV authorization
06	Requirement for PY Auth	Requirement code used for PY authorizations
07	PY Authorized Status	null
08	PY Denied Status	Status code you are using if student denies PY authorization
09	Requirement for HLD Auth	Requirement code used for HLD authorizations
10	HLD Authorized Status	null
11	HLD Denied Status	Status code you are using if student denies PY authorization

Parameter Number	Parameter Name	Value
12	Start Date	null = defaults to Requirement Status Date
13	End Date	null = 31-DEC-2099
14	Sort Indicator	N = Name or I = ID

## How to Change the Status of an Existing Authorization Code

If you want to change the status of an existing authorization code, you must create a new record using the Authorization Maintenance Form (TVAAUTH). You can change authorized statuses to rescinded, and rescinded statuses to authorized.

To change the status of an existing authorization code

1. Access the Authorization Maintenance Form (TVAAUTH).
2. Enter the student ID.
3. Go to the next block.
4. Perform an *Insert Record* function.
5. Enter the authorization code.
6. Select the **Status**.
7. Enter the start date.

 **Note**

The start date must be greater than the most recent existing start date for the code, as well as the system date for existing records of that type. ■

8. (Optional) Enter the end date if other than the default value of 31-DEC-2099.
9. Save.

 **Note**

Banner will change the end date of the next most recent status for the code to the start date of the record you just created. ■

## To delete an authorization record

You may choose to delete an authorization record if you need to change effective dates of pre-existing records. In order to delete authorization records, you must delete them in the order of the most recent first. Deleting an authorization record will not change the end date of the previous status for that authorization.

### **Note**

We recommend that you only delete authorization records to correct records with errors, and not to rescind authorizations. ■

1. Access the Authorization Maintenance Form (TVAAUTH).
2. Enter the student ID.
3. Go to the next block.
4. Choose the record you want to delete.
5. Perform a *Delete Record* function twice.
6. Save.

## Applying Title IV Payments

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Payments are applied using the Application of Payments Process (TGRAPPL). For information about using this process, refer to the *Banner Accounts Receivable User Guide*. Title IV credits will apply to institutional charges unless otherwise authorized.

You can use this process to apply Title IV payments prior to payments of other priority by setting the **Apply Title IV First** parameter (#5) to *Y*.

## Application of Payments Automated Processing

For application of payments processing (TGRAPPL), current year Title IV credits can be used to pay current year charges. Any remaining Title IV credits can be used to pay prior aid year charges up to the maximum limit amount. The maximum limit amount is set by a rule on GTVSDAX.

**Table 1: GTVSDAX RULE**

Internal Code	Group Code	External Code	Description	System Required
TIV_PRIOR	APPL_LIMIT	200	Maximum Title IV to prior year	Yes

When records are processed, and the payment is a Title IV credit, and the aid year is the immediately preceding aid year, the total already applied to prior year charges is calculated. If that amount is less than the limit for the GTVSDAX rule (200), then the eligible amount is the GTVSDAX limit minus the amount that was previously applied. The amount that is applied is the least of the charge balance amount, the credit balance amount, or the eligible amount. When TGRAPPL is run, the limit amount is passed to the process based on the rule on GTVSDAX. The default of 200 is used if the row is not found, or if the row contains non-numeric data.

### Determine current year charge

The Application of Payments process reviews the value of the **Aid Year** field (TBRACCD\_AIDY\_CODE) for payment (credit) transactions. If the **Aid Year** field (TBRACCD\_AIDY\_CODE) is populated for the payment transaction, Application of Payments derives the aid year associated with a charge transaction by querying STVTERM (STVTERM\_FA\_PROC\_YR) for terms that fall within the same TBRACCD aid year as the payment.

 **Note**

If the **Aid Year** field (TBRACCD\_AIDY\_CODE) is not populated for the payment transaction, Application of Payments processing queries STVTERM to find the **Aid Year** (STVTERM\_FA\_AIDY\_CODE) associated with the term of the payment. STVTERM is then queried for terms that fall in the same aid year ■

A charge is considered to be a current year charge if:

- the term of the charge matches the term of the credit without regard to aid year, or
- the aid year derived for the charge transaction matches the TBRACCD aid year of the payment transaction.

 **Note**

If a detail code is flagged as LikeTerm on TSADETC, then only Like Term payments and charges will apply (without regard to aid year). If a detail code is flagged as Like Aid Year on TSADETC, then only apply credits to charges of same term (without regard to aid year) and other terms within same aid year will apply. If a detail code is flagged as Like Period on TSADETC, then only Like Period ■

payments and charges will apply (without regard to aid year).

### **Determine prior year charge**

A charge is considered to be a prior year charge if the term of the charge falls within the immediately preceding aid year (one year back) of the payment.

If Banner Financial Aid is installed, Application of Payments uses the TBRACCD aid year of payment to fetch the immediately preceding aid year from ROBINST. Then STVTERM is queried for terms with the same immediately preceding aid year.

If Banner Financial Aid is not installed and the AR release is earlier than 8.2, Application of Payments deducts 1 from the TBRACCD aid year of the payment to determine the immediately preceding aid year. Then STVTERM is queried for terms with the same immediately preceding aid year.

If Banner Financial Aid is not installed and the AR release is 8.2 or later, Application of Payments uses TTVAIDY to determine the immediately preceding aid year.

For example,

### **Terms in the current award year 0910**

- 200930 (fall 0910)
- 201010 (spring 0910)
- 201020 (summer 0910)

### **Terms in award year 1011**

- 201020 (summer crossover)
- 201030 (fall 1011)
- 201110 (spring 1011)
- 201120 (summer 1011)

Summer term 201020 begins on June 1, 2010 and ends on July 15, 2010.

Summer term 201020 aid is disbursed to the student's account with aid year 1011.

### **Current year processing**

Summer term 201020 aid can pay for the term 201020 summer charges.

Any remaining Summer term aid can pay charges assessed for:

- 201030 (fall 1011)
- 201110 (spring 1011)

- 201120 (summer 1011)

### Prior year processing

Summer term 201020 aid can pay for remaining spring term 201010 and fall term 200930 charges up to \$200 maximum, since spring term 201010 and fall term 200930 charges were assessed in the 0910 aid year.

 **Note**

If the Like Term, Like Period, or Like Aid Year indicator on TSADETC is selected in conjunction with the TIV indicator, then prior year logic is not invoked. ■

## Adjustments (Reversals)

The Application of Payments process reviews both TBRACCD term and aid year (if exists) when processing reversals of same detail codes. If TBRACCD Aid Year exists on a student transaction, then the TBRACCD Aid Year on the reversing transaction must match in order for the transactions to apply. If TBRACCD Aid Year is null on a student transaction, then the TBRACCD Aid Year on the reversing transaction must also be null.

Example of Student Account transactions:

Detail Code	Term	Payment	Aid Year	Trans Num
Pell	200940	100.00	0910	1
Pell	200940	100.00	1011	2
Pell	200940	-100.00	0910	3

 **Note**

Trans Num 3 (the payment reversal) applies to Trans Num 1 because the Aid Year of Trans Num 1 matches the Aid Year of Trans Num 3. Trans Num 3 would not apply to Trans Num 2 because the Aid Year of Trans Num 2 is different than the Aid Year of Trans Num 3. ■

## Application of Payments Direct Pay Manual Processing

If a current year Title IV credit is marked to direct pay a prior year's institutional charge, the \$200 limit will be ignored. While using direct payments, you are responsible for managing the \$200.00 limit at your institution.

# Unapplying Charges and Payments to Reflect Title IV Funds

---

## How to Unapply Charges and Payments Automatically

If you want to unapply charges and payments automatically, you need to enter values for TGRUNAP as you normally do, using the following settings for parameters one and two:

- Set the **Run Mode** parameter (#1) to either *S (Select)* or *B (Both Select and Unapply)*.

### **Note**

Select mode will only place the records in the collector table. Both mode will place the records in the collector table and then unapply the transactions. ■

- Set the **Unapply Automatically** parameter (#2) to *Y*.

When you run the process, Banner will then add records to the collector table for students whose accounts have one or more of the following criteria:

- A credit balance transaction and a debit balance transaction with no unapplication transaction since the credit was created
- A Title IV transaction with a credit balance and a non-Title IV transaction that has been applied to institutional charges
- A reversal transaction that needs to be re-applied

## How to Update the Collector Table Using Input Population Selection

If you want to update the collector table using input population selection, you need to enter values for TGRUNAP as you normally do, using the specified settings for the following parameters. Banner will insert all accounts in the input population selection into the collector table.

- Set the **Run Mode** parameter (#1) to either *S (Select)* or *B (Both Select and Unapply)*.

*Select* mode will only place the records in the collector table. *Both* mode will place the records in the collector table and then unapply the transactions.

- Identify the appropriate students with the **Selection Identifier** (#3), **Application Code** (#4), **Creator ID** (#5), and the **User ID** (#6) parameters.
- Select a term for the **Term Code** parameter, or select a date for the **Applied Date** parameter.

## How to Output a Population Selection

If you want to create a population selection that includes those students for which unapplication actually occurred, you need to enter values for TGRUNAP as you normally do, using the specified settings for the following parameters:

- Set the **Run Mode** parameter (#1) to either *U (Unapply)* or *B (Both Select and Unapply)*.
- Choose whether you want to append or replace the students who are already a part of the population selection in the **Output Popsel Option** parameter.
- Identify the students you want to include by using the **Output Selection Identifier** (#10), **Output Application Code** (#11), and the **Output Creator ID** (#12) parameters.

### Note

The user who submits the job will be the user ID for the output population selection. Your input and output population selections must be named differently (that is, the application ID and selection ID must not be the same for the input and output population selections). ■

## How to View the Records in the Collector Table

If you want to view the information stored in the collector table (TBRRQST), run TGRAPPL in *Select* mode. You can use the Mass Unapplication of Payment--Student Form (TSAMUNA) or the Mass Unapplication of Payment--Finance Form (TFAMUNA). You can view the student records as well as the detailed application of payment information for each student. You can also add or remove records by using this form.

Once TGRAPPL has been run in *Unapply* or *Both* mode, the records will be deleted from the table.

## Refunding Title IV Funds to the Student

---

### How to Review Title IV Accounts

Use the Students with Title IV Credit Report (TVRCRED) to view information about students who have outstanding Title IV credits.

### Note

You should run this report after all credits have been applied via the Application of Payments Process (TGRAPPL). ■

## How to Refund Title IV Funds

Unless a student has given you authorization to hold Title IV credits, you must refund any Title IV overpayment to him/her within 10 days. The Auto Refund Credit Amt-Student Process (TSRRFND) has the ability to look for a hold authorization code (HLD or PHD) that is attached to the student's ID in the authorization table. Also, Banner will calculate a Title IV credit amount separately from other credits and/or account balances.

If the student does not have a credit account balance, you may still owe a refund if the student has not authorized you to use the funds.

### Note

TSRRFND report output shows the refund amounts as well as the detailed transactions. ■

For the **Refund All or TIV Only** parameter (#3), the value you select affects how Banner will refund credits on the student's account:

- If you choose *T (Title IV Only)*, then Banner will refund only the Title IV credits, even if there are other credits on the account.
- If you choose *A (All)*, then Banner will refund the student's total credit balance, but the refund will not be less than the sum total of Title IV credits.

## How to Review Refunds Pending

After you run the Refund Process (TSRRFND) in *Flag* mode, you will want to review the accounts that Banner has selected before you disburse any refunds. You can either review the report output or use the Refund Review Form (TSARFND) to view any balances, pending credits, and pending refund amounts from a student's financial aid. You can also use this form to remove any students who you do not want to receive a refund at this time.

## Recommended Procedure for Application/Unapplication/Refunding

---

When running batch disbursements of aid, or auto refunding, we recommend the following procedure to ensure the optimal application of payments:

1. Run the Application of Payments Process (TGRAPPL).
2. Run the Unapplication of Payments Process (TGRUNAP) with the **Unapply Automatically** parameter (#2) set to *Y*.
3. Run TGRAPPL again, setting the **Print Application Pending Rost** parameter (#9) set to *Y*.

4. Run the Students with Title IV Credit Report (TVRCRED).
5. Run the Auto Refund Credit Amt--Student Report (TSRRFND) in *Flag* mode.

## Maintaining Original Charges

---

In order to calculate the return of Title IV funds, you must know the total original charges assessed to the student in order for that student to be eligible for enrollment.

Banner determines whether a charge is original based on whether it meets one of the following criteria:

- The effective date of the assessed charge is less than or equal to the original charge cutoff date entered on the Housing Term Control Form (SLATERM) or the Term Control Form (SOATERM), depending on the type of charge.
- The charge is being assessed for the first time based on source codes for room, meal, or phone, and fee assessment date for enrollment charges.

If you need to change the designation of a charge by either marking it as original or removing the original designation, refer to the section [“Changing the Designation of Charges” on page 3-13.](#)”

Banner uses the original charge cutoff date to determine original charges entered on the following forms and processes:

- Student Course Registration Form (SFAREGS)
- Meal Assignment Form (SLAMASG)
- Phone Assignment Form (SLAPASG)
- Room Assignment Form (SLARASG)
- Batch Fee Assessment Process (SFRFASM)
- Batch Room/Meal/Phone Assess Process (SLRFASM)
- Batch Fee Assessment (Mod) Process (SFRFAS1)

In addition, charges that are assessed via the Web or Voice Response are also subject to the original charge cutoff dates established on SOATERM and SLATERM.

## Changing the Designation of Charges

You may need to manually set the **Original Charge** indicator. If there is no withdrawal record for the student, you are free to update the **Original Charge** indicator via Accounts Receivable forms. However, once a withdrawal record has been created, then you can only

update the **Original Charge** indicator by using the Student Withdrawal Form (SFAWDRL).

## How to Mark an Existing Charge as Original

1. Access either the Student Account Detail Review Form (TSAAREV), the Student Account Detail Form (TSADETL), or the Foreign Detail Currency Form (TSADETF).
2. Choose the ID.
3. Go to the next block.
4. Highlight the charge that you want to mark as original.
5. Select the **Original** check box.
6. Save.



### Note

Once a withdrawal record exists for the student, you cannot change the **Original Charge** indicator on any form other than the Student Withdrawal Form (SFAWDRL).

Refer to the procedure [“Maintaining Additional Withdrawal Information for Title IV Purposes” on page 3-16](#) for information about how to use SFAWDRL to update the Original Charge indicator after a withdrawal record exists. ■

## Maintaining the Withdrawal Status of Students

---

For Title IV processing, you need to be able to find all of the students who have withdrawn from a term. Many times students drop all their classes but do not officially withdraw, or otherwise do not participate in the term as reflected in the grades that have been submitted for them. You can use the Withdrawal Pending Status Change Report (SFRNOWD) to locate these students.

After you have located the students who have withdrawn, your next step is to withdraw them as you normally would using the Student Registration Form (SFAREGS).

For Title IV purposes, you need to create a withdrawal record once you have withdrawn the student using SFAREGS. You can create this record by using either the Student Withdrawal Form (SFAWDRL) or the Withdrawn Student Report (SFRWDRL).

In sum, maintaining the withdrawal status of students has three components:

1. Locate the students (using SFRNOWD).
2. Withdraw the students (using SFAREGS).
3. Create withdrawal records (using either SFAWDRL or SFRWDRL).

After you identify these students, you can use one of the methods in the *How to Change a Student's Enrollment Status to Withdrawn* section to change their enrollment status to *withdrawn*. Once their status is marked as *withdrawn*, Banner can calculate and process any applicable Title IV repayment.

## Finding Students Who Have Withdrawn from the Term

The following procedure outlines how to use the Withdrawal Pending Status Change Report (SFRNOWD) to locate students who have officially withdrawn.

Use this report:

- Periodically throughout the first 60% of the enrollment period to keep track of students who may be eligible for the return of Title IV funds
- After grades have been rolled to history to identify students who may not have completed the term

## To Use SRFNOWD to Locate Students Who Have Unofficially Withdrawn

### Note

This report is for informational purposes only. It does not update the database. For detailed information about this report, refer to [Chapter 5, "Reports and Processes"](#). ■

1. Enter Y for the Verify Enrollment Status parameter.
2. Enter the appropriate start and end dates.

## Updating a Student's Enrollment Status

After you determine that a student has withdrawn, you need to update his/her enrollment status on the Student Registration Form (SFAREGS).

### Note

You need to use a status code that is defined as a withdrawal status code on the Enrollment Status Code Validation Form (STVESTS). ■

## Maintaining Additional Withdrawal Information for Title IV Purposes

You can use the Student Withdrawal Form (SFAWDRL) or the Withdrawn Student Report (SFRWDRL) to create records with the additional information needed from the Student and Accounts Receivable systems in order to calculate Title IV aid following withdrawal.

To create a new withdrawal record for a student

1. Access the Student Withdrawal Form (SFAWDRL).
2. Enter the ID.
3. Enter the term.
4. Go to the next block.
5. Enter the withdrawal status code.

The default withdrawal status code will appear if a value is available. Refer to [Chapter 2, “Setup”](#) for more information about establishing default withdrawal status codes.

6. Enter an effective withdrawal date.

Refer to your copy of the Title IV regulations for information about the appropriate way to determine an effective withdrawal date.

7. Select the **Title IV Record Indicator** check box.

If your institution has Banner Financial Aid installed and a student has been offered Title IV financial aid, then Banner will automatically select this check box. If your institution does not use Financial Aid, then you can select this check box to indicate that the student is a Title IV recipient.

8. Adjust the enrollment start and end dates if necessary. Refer to Chapter 2 for information about Title IV date source, which determines the default dates.
9. Review the calculations in the rest of the fields on the form. Banner uses this information to calculate the amount of Title IV aid a student received.
10. Enter any other costs required in order for the student to participate in his/her program that have not been assessed through the Accounts Receivable System.
11. Enter any comments.
12. Go to the next block.

13. Adjust the **Original Charges** check boxes so that any assessments required for the program are selected, and any adjustment entries for the withdrawal or corrections are not selected.

 **Note**

Totals will be adjusted as the status of a check box is changed. Original charge amounts should reflect the amount the student would have to pay in order to be enrolled in the program. This amount will be used to calculate the return of Title IV funds. ■

14. (Optional) Go to the Course Detail Information window to review course status code and date information. You can add/change the last date attended on this window, but you cannot change the course status.

## To use SFRWDRL to audit or create withdrawal records

The Withdrawn Student Report (SFRWDRL) identifies students with enrollment status codes that indicate they have withdrawn, but do not yet have a withdrawal record with the same enrollment status code and date. This includes students with no withdrawal record, as well as students with existing withdrawal records that have a changed enrollment status code, date, or total of original charges since the withdrawal record was created.

You may want to run this report after you have located students using the Withdrawn Status Report (SFRNOWD) and updated their enrollment status codes via SFAREGS.

- You can run this report in *Audit* mode to view a list of students with changed enrollment status codes.
- If you run this report in *Update* mode, then Banner will create records for students who do not yet have them.

 **Note**

If a student already has a withdrawal record, but the information has changed, then Banner will make appropriate changes and indicate what was changed in a pop-up window that appears. In certain situations, Banner will alert you that you need to make the changes manually. ■

## To maintain an existing withdrawal record

1. Access the Student Withdrawal Form (SFAWDRL).
2. Enter the ID and term.
3. Go to the next block.
  - If the enrollment status code and/or date information has changed for the student, then Banner will prompt you with the following choices via a pop-up window:
    - You can create a new record.

- You can update the existing status code and/or date with the new information.
  - You can exit without saving the changes.
- If the original charge amount has changed for the student, then Banner will prompt you with the following choices:
    - You can create a new record.
    - You can update the original charges amount with the new amount (post-withdrawal scenario only).
    - You can change the **Original Charges** indicators to match the previous total.
    - You can exit without saving the changes.
4. Change the information you want to change.
  5. Save.

 **Note**

Once the Title IV recalculation has occurred, Banner will lock the withdrawal record, and will only allow you to update the **Comment** field. You will not be allowed to update any other fields. ■

## Calculating Title IV Repayment Amounts

---

### How to Calculate a Student's Return of Title IV Funds

You can use either the Return of Title IV Funds Calculation Form (RPATIVC) or the Return of Title IV Funds Calculation Process (RPRTIVC) to calculate a student's Title IV repayment.

#### To use the Return of Title IV Funds Calculation Form (RPATIVC)

1. Access the Return of Title IV Funds Calculation Form (RPATIVC).
2. Enter the ID.
3. Go to the next block.
4. Choose *Simulation Mode* from the options list to perform the calculation for review purposes only. You can make changes to the amounts in the **Eligible Disbursement**

and **Disbursed** fields, and then enter *Y* in the **Fund Lock** field to view the calculation (Banner will not save the adjusted calculation).

*OR*

Choose *Calculate & Save Mode* from the options list to both perform the calculation and save it for later review. You can make changes to the amounts in the **Eligible Disbursement** and **Disbursed** fields, and then enter *Y* in the **Fund Lock** field to view and save the calculation.

 **Note**

We recommend that you always perform the first calculation in Simulation mode.

It is important that you confirm that the student meets all other eligibility criteria in order to receive any “not disbursed” amount. ■

**5. Save.**

***To revert to the original calculation***

If you have made changes to the **Eligible Disbursement** and **Disbursed** fields and chosen *Calculate & Save Mode* from the options list, you can revert to the original calculation values by changing the **Fund Lock** field to *N* and then choosing *Calculate & Save Mode* from the options list. The values will revert to those stored in the Award table.

***To recalculate after the withdrawal status has changed***

You may need to recalculate a student’s repayment after his/her withdrawal status has changed and affected the aid amounts. To recalculate, simply change the **Fund Lock** field to *Y* and change the amounts in the **Eligible Disbursement** and **Disbursed** field appropriately.

**To use the Return of Title IV Funds Calculation Process (RPRTIVC)**

 **Note**

You can only run this process in Batch (B) mode through job submission. If you want to run the process for a single student, use population selection to specify a single student, or use the Return of Title IV Funds Calculation Form (RPATIVC). ■

1. Access the Return of Title IV Funds Calculation Process (RPRTIVC).
2. Enter the term code.
3. Choose how you want to print the output.



# 4 Forms

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This chapter identifies forms used for the Return of Title IV Funds and Title IV Authorizations.

Refer to [Chapter 3, “Procedures”](#) for information about how to perform specific tasks using both Title IV and non Title IV-specific forms.

 **Note**

Be careful when setting up the security for the various forms that users need in order to complete Title IV-related tasks. Since the Return of Title IV Funds and Title IV Authorizations relies on Banner Accounts Receivable, Student, and Financial Aid, users may need access to forms outside the Banner product in which they usually work. ■

## Forms Used for the Return of Title IV Funds and Title IV Authorizations

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For detailed information about each of these forms, please refer to the online help.

### ***Accounts Receivable Forms***

- Authorization Validation Form (TVVAUTH)
- Authorization Maintenance Form (TVAAUTH)
- Mass Authorization Form (TVAMASS)

### ***Student Forms***

- Student Term Break Form (SOATBRK)
- Student Withdrawal Form (SFAWDRL)
- Student Withdrawal Query Form (SFIWDRL)
- Withdrawal Code Validation Form (STVWDRL)

### ***Financial Aid Forms***

- Return of Title IV Funds Calculation Form(RPATIVC)
- Return of Title IV Funds Calculation Inquiry Form(RPITIVC)

# Additional Forms Used by the Return of Title IV Funds and Title IV Authorizations

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The following Banner forms have fields that accommodate the Return of Title IV Funds and Title IV Authorizations. Title IV-specific fields are referenced in the appropriate procedures in [Chapter 3, “Procedures”](#). For detailed information about each of these forms, please refer to the online help.

<b>Form</b>	<b>Description</b>
ROAINST	Institution Financial Aid Options Form
SOATERM	Term Control Form
SLATERM	Housing Term Control Form
SFAALST	Class Attendance Roster Form
SFAREGS	Student Course Registration Form
SLARASG	Room Assignment Form
SLAMASG	Meal Assignment Form
SLAPASG	Phone Assignment Form
STVESTS	Enrollment Status Code Validation Form
TSAAREV	Account Detail Review Form--Student
TSADETL	Student Account Detail Form
TSADETF	Foreign Currency Detail Form--Student
TSASPAY	Student Payment Form
TSARFND	Refund Review Form-Student
TSAMUNA	Mass Unapplication Form--Student
TSADETC	Detail Code Control Form--Student

# 5 Reports and Processes

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This chapter describes the reports and processes used exclusively for Title IV purposes. For instructions on how to use a report or process for a Title IV task, refer to [Chapter 3, “Procedures”](#). For information about reports and processes whose functionality may be shared by other Banner modules, refer to the appropriate documentation for that product.

The following table lists all of the Title IV-specific reports and processes that you will find in Banner. Each report and process is described in detail in this chapter.

## List of Reports and Processes Used by Title IV

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Reports and Processes	Description
TVPREQA	<a href="#">“Create Title IV Auth from Req Process (TVPREQA)” on page 5-5</a> Used to create authorizations from financial aid tracking requirements for students with statuses that have been updated since some date that you specify.
TVRCRED	<a href="#">“Students with Title IV Credit Report (TVRCRED)” on page 5-9</a> Use this report to display students who have outstanding credit balances from Title IV disbursements.
SFRNOWD	<a href="#">“Withdraw Pending Status Change Report (SFRNOWD)” on page 5-11</a> Identifies students who have zero enrollment hours but have not been officially withdrawn, and have grades that indicate they did not successfully complete the course.

SFRWDRL	<a href="#">“Withdrawn Student Report (SFRWDRL)” on page 5-15</a>
	Identifies withdrawn students who potentially need Title IV repayment but do not yet have an effective withdrawal record in the system. You can also use this report to create a record for each withdrawn student who received Title IV funds and needs to be processed through Banner Financial Aid.
RPRTIVR	<a href="#">“Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)” on page 5-21</a>
	Used to view and print a summary of all the students who have had a withdrawal status code entered on their student record.
RPRTIVC	<a href="#">“Return of Title IV Funds Calculation Process (RPRTIVC)” on page 5-27</a>
	Used to calculate Title IV repayment amounts for students who have withdrawn from the term.
RPRTIVI	<a href="#">“Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI)” on page 5-32</a>
	Used to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC).

## List of Other Reports and Processes Used by Title IV

The following table lists the reports and processes that are used in Return of Title IV Funds and Title IV Authorizations, but are also used by other Banner modules. Information about performing Title IV-specific tasks with these reports and processes is found in Chapter 3. For detailed information about the report or process, refer to the documentation for that Banner product.

<b>Report</b>	<b>Report Name and Description</b>
TGRAPPL	Application of Payment Process Used to apply payments and charges within the Accounts Receivable product.
TGRUNAP	Unapplication of Payment Process Used to unapply payments and charges in batch within the Accounts Receivable product.
TGRDETC	Detail Code Report Used to view detail codes and their associated accounting distributions as well as the indicators used for Title IV processing.
TSRRFND	Auto Refund Credit Amt-Student Process Used to process refunds in batch within the Accounts Receivable product.
SFRFASM	Batch Fee Assessment Process Used to assess fees to student accounts.
SFRFAS1	Modified Batch Fee Assessment Process Used to assess fees to student accounts.
SLRFASM	Batch Room/Meal/Phone Assess Report Used to assess room, meal, and telephone fees to student accounts.
SFRSLST	Class Roster Report Used to view information about the students in a class. For Title IV purposes, you can view the last date that a student attended the class.
SFRRNOP	Registered, Not Paid Process Used to update the status of students who have registered for classes but have not yet paid.

# Accounts Receivable Reports and Processes

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This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by Banner Accounts Receivable.

## Create Title IV Auth from Req Process (TVPREQA)

**Description** Use this process to create authorizations from financial aid tracking requirements for students with statuses that have been updated since some date that you specify. You can use this process on an as-needed basis to keep track of students as they complete their financial aid requirements.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Aid year for which you want to locate students who have updated statuses of their financial aid requirements.	Aid Year Inquiry Form (ROIADY)
	Selection Date	Yes	Date from which you want to locate students who have updated statuses of their financial aid requirements.  Banner will display records beginning with the date you enter for this parameter.	
	Requirement for TIV Auth	No	Requirement code (as entered on RRAAREQ) from which Banner will create authorizations to pay non-institutional charges with Title IV funds.	
	TIV Authorized Status	No	Indicates the student accepts authorizations to pay non-institutional charges.	
	TIV Denied Status	No	Indicates the student denies authorization to pay non-institutional charges.	
	Requirement for PY Auth	No	Requirement code (as entered on RRAAREQA) from which Banner will create authorizations to pay prior year charges with Title IV funds.	
	PY Authorized Status	No	Indicates the student accepts authorizations to pay prior year charges.	Requirements Tracking Status Validation Form (RTVTRST)
	PY Denied Status	No	Indicates student denies authorization to pay prior year charges.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Requirement for HLD Auth	No	Requirement code (as entered on RRAAREQA) from which Banner will create authorizations to hold excess Title IV funds to pay future charges.	
	HLD Authorized Status	No	Indicates the student accepts authorizations to hold excess Title IV funds.	Requirements Tracking Status Validation Form (RTVTRST)
	HLD Denied Status	No	Indicates student denies authorization to hold excess Title IV funds.	Requirements Tracking Status Validation Form (RTVTRST)
	Start Date	No	Date you want to use as the start date of the authorization.	The default date is the status change date on the record.
	End Date	No	Date you want to use as the end date of the authorization.	The default date is 31-DEC-2099.
	Sort Indicator	Yes	Indicates whether you want to sort the output by either name or ID.	I ID (Sort by ID) N Name (Sort by name)

### Report Sample—Create Title IV Auth from Req Process

12-JUN-2000 09:35 AM		Development		PAGE 1
		Create Title IV Auth from Req		TVPREQA
		Requirement ATHHLD regarding permission to hold Credit balances		
		Authorization approved by student		
ID	NAME	Date	Action	
-----	-----	-----	-----	
902109061	Jackson, Fred	28-SEP-1999	Authorization Created	
987655331	Nguyen, Kam	05-SEP-1999	Authorization Created	
902109062	Scenzo, John	29-SEP-1999	Authorization Created	

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
Requirement ATHHLD regarding permission to hold Credit balances  
Authorization denied by student

PAGE 2  
TVPREQA

ID	NAME	Date	Action
928911916	Bird, Turkey Hokie	26-AUG-1999	No Action
902109065	Brew, Case	07-MAR-2000	No Action
902109064	Case, Stoney	10-APR-2000	No Action
610578709	Cloth, A Terry	01-APR-1999	No Action
601001111	Miller, Jane T.	01-MAY-2000	No Action
999555111	Mulder, Fox	02-MAR-1999	No Action
111555999	Scully, Dana	02-MAR-1999	No Action

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
Requirement ATHPY regarding payment of Prior Year Balances  
Authorization denied by student

PAGE 3  
TVPREQA

ID	NAME	Date	Action
902109061	Jackson, Fred	28-SEP-1999	No Action
601002222	Finkle, Sally P	04-SEP-1999	No Action
987655331	Nguyen, Kam	05-SEP-1999	No Action
902109062	Scenzo, John	29-SEP-1999	No Action

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
Requirement ATHPY regarding payment of Prior Year Balances  
Authorization approved by student

PAGE 4  
TVPREQA

ID	NAME	Date	Action
928911916	Bird, Turkey Hokie	24-SEP-1999	Authorization Created
902109064	Case, Stoney	10-SEP-1999	Authorization Created
610578709	Cloth, A Terry	01-SEP-1999	Authorization Created
999555111	Mulder, Fox	02-SEP-1999	Authorization Created
111555999	Scully, Dana	02-SEP-1999	Authorization Created

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
Requirement ATHTIV regarding payment of non Institutional Charges  
Authorization denied by student

PAGE 5  
TVPREQA

ID	NAME	Date	Action
902109063	Case, Test	29-SEP-1999	Authorization Terminated, New Recision
987655331	Nguyen, Fred	05-SEP-1999	No Action

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
Requirement ATHTIV regarding payment of non Institutional Charges  
Authorization approved by student

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TVPREQA

ID	NAME	Date	Action
928911916	Bird, Turkey Hokie	24-SEP-1999	Authorization Exists through 31-DEC-2099
236010026	Eggs, Benedict W	24-SEP-1999	Authorization Created
567812125	Larsen, Elizabeth	22-SEP-1999	Authorization Extended

12-JUN-2000 09:35 AM

Development  
Create Title IV Auth from Req  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

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TVPREQA

Version: 4.3

Parameter Name	Value
Parameter Seq No:	712137
Aid Year:	9900
Selection Date:	01-SEP-1999
Requirement for TIV Auth:	ATHTIV
TIV Authorized Status:	G
TIV Denied Status:	H
Requirement for PY Auth:	ATHPY
PY Authorized Status:	G
PY Denied Status:	H
Requirement for HLD Auth:	ATHHLD
HLD Authorized Status:	G
HLD Denied Status:	H
Start Date:	
End Date:	31-MAY-2000
Sort Indicator:	N



## Students with Title IV Credit Report (TVRCRED)

**Description** Use this report to display students who have outstanding credit balances from Title IV disbursements. You can sort report output by name or ID.

Parameters	Name	Required?	Description	Values
	Student ID	No	ID of a student for which you want to report. If left blank, then all students with outstanding Title IV credit balances will appear.	Person Search Form (SOAIDEN)
	Sort Option	No	Indicates whether you want to sort by name or ID.	1 Sort by name 2 Sort by ID
	Print one per page (Y/N)	No	Indicates whether you want to print only one student or multiple students on each page.	Y Yes--only one student will appear on each page N No--multiple students will appear on each page (default)

## Report Sample—Students with Title IV Credit Report

30-OCT-2009 01:25:10		Banner University Students with Title IV Credit Student and Parent Hold Authorization Exists								PAGE 1 TVRCRED	
ID/NAME	Term	Enrl Hrs	Enrollment Date/Status		Withdrawal Eff. Date/Status						
200255489	Gilliland, Lauren 201010	12	17-OCT-2009 EL Eligible to Register								
Tran	Detl	Description	Term	Eff Date	Ref	TIV	Inst	Charge	Payment	Balance	
3	PPLS	Federal Parent Plus	201010	29-OCT-2009	Y	P			2000.00	-500.00	
2	FFPG	Federal Pell Grant	201010	29-OCT-2009	Y	Y			1000.00	.00	
1	T101	Undergraduate Tuition	201010	29-OCT-2009	Y		Y	2500.00		.00	
									Account Balance	-500.00	
30-OCT-2009 01:25:10		Banner University Students with Title IV Credit								PAGE 2 TVRCRED	
* * * REPORT CONTROL INFORMATION * * *											
RPTNAME: TVRCRED VERSION: 8.1.0.1 Student ID: 200255489 Sort option: 1 - Name One per page: N RECORD COUNT: 1											

## Student Reports and Processes

This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by Banner Student.

## Withdraw Pending Status Change Report (SFRNOWD)

**Description** Use this report to identify students who have zero enrollment hours but have not been officially withdrawn, and have grades that indicate they did not successfully complete the course.

You can display several different groups of students:

- those who have received or could have received Title IV financial aid
- those who received only non-Title IV aid
- those with no financial aid

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to report.	Term Code Validation Form (STVTERM)
	Student Level(s)	Yes	Level of student for which you want to report (for example, graduate or undergraduate).  You can choose more than one student level, if desired.	Level Code Validation Form (STVLEVL)
	Financial Aid Selection	Yes	Indicates the type of financial aid recipient.  Enter <i>T</i> for Title IV recipients only, <i>F</i> for Financial Aid recipients, or <i>A</i> for all students. The default is <i>T</i> .	T Title IV recipients F Financial Aid recipients A All students
	Verify Enrollment	Yes	Indicates whether you want to verify the enrollment.  Enter <i>Y</i> to verify enrollment or <i>N</i> to not verify enrollment. The default is <i>Y</i> .	Y Verify enrollment N Do not verify enrollment
	Start Date	No	Start date in DD-MON-YYYY format. Use this parameter to exclude students who have previously been reviewed based on the activity date on SFRSTCA.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	End Date	No	End date in DD-MON-YYYY format. Use this parameter to exclude students who have previously been reviewed based on the activity date on SFRSTCA.	
	Verify History	Yes	Indicates whether you want to include students who have enrollment for the term but no credit hours in academic history (all F's, for example).  Enter <i>Y</i> to verify history or <i>N</i> to not verify history. The default is <i>Y</i> .	Y Verify history N Do not verify history
	Grade Which Reflects Drop	No	Indicates the grades which may reflect a drop. You can include more than one.	
	Campus Selection	Yes	Campus for the population selection, or enter% for all. The default is%.	Campus Code Validation Form (STVCAMP)
	Sort Order	Yes	Indicates the order in which you want to sort report output.  Enter <i>I</i> to sort on Student ID, <i>N</i> to sort on Name, <i>L</i> to sort on Level.	I Student ID N Name L Level
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  Use the Population Selection Extract Inquiry Form (GLIEXTR) to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

## Report Sample—Title IV: WD Pend Status Chg Report

15-MAY-2000 03:59:PM		DEVELOPMENT STUDENTS ELIGIBLE TO ENROLL WHO HAVE NO ACTIVE REGISTRATION TERM: FALL 2000 STUDENTS WITH FINANCIAL AID								PAGE: 1 SFRNOWD	
NAME	ID	LEVEL	ENROLLED	CAMPUS/ COLLEGE	LAST CHANGE	ORIGINAL INST CHGS	NET INST CHGS	TITLE IV	TOTAL AID	BALANCE	
DeSalvo, Jonathan Paul	TIV110000	UG	15-MAY-00	M/BU	15-MAY-00	2400.00	2400.00	4588.00	7338.00	-2635.00	
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED			
10005	1	ENGL	300	C	M	DC	15-MAY-00	05-NOV-00			
10025	1	GEOL	040	O	M	DC	28-APR-00				
10035	1	SPAN	050	D	M	DC	28-APR-00				
10045	1	ANTH	061	C	M	DC	28-APR-00				
Manley, John R	TIV270000	UG	11-MAY-00	M/BU	11-MAY-00	600.00	600.00	0.00	250.00	600.00	
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED			
10005	1	ENGL	300	C	M	DW	11-MAY-00				
Meehan, Helen Ellie	TIV120000	UG	07-APR-00	M/AS	28-APR-00	2600.00	2600.00	5063.00	7663.00	-3660.00	
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED			
10005	1	ENGL	300	C	M	DC	28-APR-00				
10018	1	NURS	295	B	M	DC	28-APR-00				
10019	1	CHEM	100	A	M	DC	28-APR-00				
10021	1	STAT	140	A	M	DC	28-APR-00				

15-MAY-2000 03:59:PM		DEVELOPMENT TOTAL PAGE								PAGE: 2	
TERM CODE	:	200110									
STUDENT LEVEL(S)	:	UG									
FINANCIAL AID SELECTION	:	F									
VERIFY ENROLLED	:	YES									
START DATE	:										
END DATE	:										
VERIFY HISTORY	:	YES									
GRADES WHICH REFLECT DROP	:	CAMPUS								:	ALL CAMPUSES SELECTED
SORT ORDER	:	N									
APPLICATION ID	:	NO APPLICATION ID ENTERED									
SELECTION ID	:	NO SELECTION ID ENTERED									
CREATOR ID	:	NO CREATOR ID ENTERED									
USER ID	:	NO USER ID ENTERED									
TOTAL OF STUDENTS PROCESSED	:	3									

## Withdrawn Student Report (SFRWDRL)

**Description** Use this report to identify students whose enrollment status has been changed to withdrawn and have no withdrawal record created yet. This report can also record the student's withdrawal date for Title IV purposes, and create a withdrawal record for those students who received Title IV funds. This report also identifies students for which the withdrawal record and the enrollment status code or date or total of original institutional charges has changed.

You can view two types of students:

- those who have received only Title IV funds
- all students

You can also limit the report to only the withdrawal enrollment status code(s) that you specify.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code
- Level

Parameters	Name	Required?	Description	Values
	Audit or Update Mode	Yes	Indicates whether you want to run the report in <i>Audit</i> or <i>Update</i> mode.  If you run the report in <i>Audit</i> mode, then Banner displays the information without updating the database.  If you run the report in <i>Update</i> mode, then Banner create a withdrawal record for those students who received Title IV funds.	A Audit mode U Update mode
	Term Code	Yes	Term for which you want to report.	Term Code Validation Form (STVTERM)
	Student Level	Yes	Level of student for which you want to report (for example, graduate or undergraduate).  You can choose more than one student level, if desired.	Level Code Validation Form (STVLEVL)
	Campus Code (% for all)	Yes	Campus for the population selection, or enter% for all. The default is%.	Campus Code Validation Form (STVCAMP)
	Title IV Recipients Only	No	Indicates whether you want to include only Title IV recipients.	Y Only Title IV recipients will be included N All students will be included
	Enrollment Status Code (% for all)	Yes	Indicates which type of enrollment status you want to include in the report. You can choose more than one, if necessary.	Enrollment Status Code Validation Form (STVESTS)
	Default WDRL Code	Yes	Withdrawal code that Banner will enter for records that do not have an associated withdrawal code on STVESTS.	Withdrawal Code Validation Form (STVWDRL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Major Sort Sequence	Yes	Primary sort order.  Enter the sort sequence you want: <i>I</i> for ID, <i>N</i> for Name, <i>S</i> for Status Code, <i>D</i> for Date, or <i>L</i> for Level.	I ID N Name S Status code D Date L Level
	Minor Sort Sequence	No	Secondary sort order.  Enter the sort sequence of <i>I</i> for ID or <i>N</i> for Name, when the Major Sort Sequence parameter is set to <i>S</i> , <i>D</i> , or <i>L</i> .	I ID N Name
	Home Address SDAX Code	Yes	Address type that you want to use as the home address for Title IV purposes. This code must be defined on the Crosswalk Validation Form (GTVSDAX). You can use % to specify all levels. The code must be part of the internal group ADDRESS.	Crosswalk Validation Form (GTVSDAX)
	Campus Address SDAX Code	Yes	Address type that you want to use as the campus address for Title IV purposes. This code must be defined on the Crosswalk Validation Form (GTVSDAX).	Crosswalk Validation Form (GTVSDAX)
	Application Code	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  Use the Population Selection Extract Inquiry Form (GLIEXTR) to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Selection Identifier	No	Code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

## Report Sample—Withdrawn Student Report

31-MAY-2000 08:25:57		DEVELOPMENT Withdrawn Student Report			PAGE 1
RUN MODE: UPDATE		TERM: 199610 Fall 1995 LEVEL: UG Undergraduate			SFRWDRL
NAME	ID	CAMPUS/COLLEGE	STUDENT STATUS	EFFECTIVE DATE	ACCOUNT BALANCE
Holister Abernathy	610009604	M/NU	W1 Withdrawn-P/F	01-OCT-1995	4,321.56
HOME ADDRESS 39 North Road Malvern, PA 19355 Chester (610) 555-9382		CAMPUS ADDRESS 39 North Road Malvern, PA 19355 Chester (610) 555-9382			
TRAN	CODE	DESC	DATE	AMOUNT	ORIGINAL
2	T101	Undergraduate Tuition	22-JUN-1995	3,850.00	Y
1	ACTF	Activity Fee	22-JUN-1995	15.00	
ORIGINAL CHARGE TOTAL:	3,850.00	TITLE IV ACCEPTED:			
ADJUSTMENTS:	15.00	TITLE IV PAID:			
NET:	3,865.00	TOTAL AID ACCEPTED:			
		TOTAL AID PAID:			
*Note: Student status code/date ***have been updated*** from W1/14-OCT-1995 to W1/01-OCT-1995.					

31-MAY-2000 08:25:57		DEVELOPMENT Withdrawn Student Report			PAGE 2
RUN MODE: UPDATE		TERM: 199610 Fall 1995 LEVEL: CR Credit			SFRWDRL
NAME	ID	CAMPUS/COLLEGE	STUDENT STATUS	EFFECTIVE DATE	ACCOUNT BALANCE
Keith Maris	610009601	M/EN	W1 Withdrawn-P/F	12-OCT-1995	14,351.56
HOME ADDRESS 2150 Silvertown Lane Villanova, PA 19085 (610) 684-7362		CAMPUS ADDRESS 4216A Reese Hall Box 1492 (610) 575-2631			
TRAN	CODE	DESC	DATE	AMOUNT	ORIGINAL
9	T101	Tuition Charge	08-SEP-1995	-3,375.00	
6	MEAL	Meal Plan	06-JUL-1995	3,600.00	Y
5	HOUS	Housing Fee	06-JUL-1995	4,200.00	Y
2	T101	Undergraduate Tuition	22-JUN-1995	8,500.00	Y
1	ACTF	Activity Fee	22-JUN-1995	35.00	Y
ORIGINAL CHARGE TOTAL:	16,335.00	TITLE IV ACCEPTED:		795.00	
ADJUSTMENTS:	-3,375.00	TITLE IV PAID:		795.00	
NET:	12,960.00	TOTAL AID ACCEPTED:		795.00	
		TOTAL AID PAID:		795.00	
*Note: Student status code changed from EL to W1. ***New withdrawal record*** has been created for student.					

\* \* \* REPORT CONTROL INFORMATION - SFRWDRL - Release 4.3 \* \* \*

Parameter Name	Value
RUN SEQUENCE NUMBER:	690238
AUDIT OR UPDATE MODE:	U
TERM CODE:	199610
STUDENT LEVEL:	UG
STUDENT LEVEL:	GR
STUDENT LEVEL:	CR
CAMPUS CODE (%=ALL):	%
TITLE IV RECIPIENTS ONLY:	N
ENROLLMENT STATUS CODE (%=ALL):	%
DEFAULT WDRL CODE:	04
MAJOR SORT SEQUENCE:	L
MINOR SORT SEQUENCE:	N
HOME ADDRESS SDAX CODE:	ADMSADDR
CAMPUS ADDRESS SDAX CODE:	WDRLADDR
APPLICATION ID:	
SELECTION ID:	
CREATOR ID:	
USER ID:	
NUMBER OF RECORDS INSERTED:	2
NUMBER OF RECORDS UPDATED:	0
NUMBER OF RECORDS PROCESSED:	2

## Financial Aid Reports and Processes

This section describes the reports and processes used exclusively for the Return of Title IV Funds and Title IV Authorizations by Banner Financial Aid.

# Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)

**Description** Use this report to view and print a summary of all the students who have had a withdrawal status code entered on their student record. You can view just those students who have received Title IV funds, or students who have received any type of financial aid. In addition, you can choose to view only the students who have had the Title IV repayment calculation performed.



**Note**

You will receive a message for any student for which the required Title IV information has not been entered in Banner. ■

You can view information for an entire term or for some period that you define within the term. You also have the option of viewing information about only the withdrawal status codes that you specify.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Aid year for which you want to view withdrawal information.	Aid Year Inquiry Form (ROIADY)
	Term Code	No	Term code for which you want to view withdrawal information. If blank, the whole aid year will be included.	Financial Aid Term Code Inquiry Form (ROITERM)
	Beginning Withdrawal Date	No	Start date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Ending Withdrawal Date	No	End date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	
	Title IV Fund Code Ind.	Yes	Identifies which types of Title IV awards that you want to include in the report.	1 Title IV awards with neither CWS nor GTIV awards 2 Title IV and CWS awards, but not GTIV awards 3 All Title IV awards 4 All financial aid awards
	Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Withdrawal Status Code	No	Withdrawal status code.	Student Withdrawal Status Code Validation Form (STVWDRL)
	Calculation Status	Yes	Indicates whether you want to view information for all students or only those who have already had a Title IV repayment calculation performed.	A All students S Students that have not yet been processed U Students that have not yet been processed and have withdrawn before 60% of the term has elapsed

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

# Report Sample—Return of Title IV Funds Recipient Withdrawn Status Report

19-JUN-2006 17:38:20 0607	BANNER UNIVERSITY RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT						PAGE 1 RPRTIVR
ID	NAME	TERM CODE	EFFECTIVE DATE	CODE	DESCRIPTION		
162440041	Muehlhof, Fortyone A	200710	24-OCT-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
DLUNSB	250.00	250.00	0.00		0.00	0.00	247.00
DLPLUS	375.00	375.00	0.00		0.00	0.00	366.00
DIRECT	500.00	500.00	0.00		0.00	0.00	493.00
PELL	2,025.00	2,025.00	0.00		0.00	0.00	2,025.00
586070307	PNGUYEN, 307 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
NPDGPL	1,000.00	1,000.00	0.00		0.00	0.00	0.00
586070201	PNGUYEN, TEST201 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
DLUNSB	100.00	100.00	0.00		0.00	99.00	0.00
SEOG	250.00	250.00	215.00		0.00	0.00	214.00
DIRECT	500.00	500.00	0.00		500.00	0.00	0.00
PLUS	500.00	500.00	0.00		500.00	0.00	0.00
PDRCT	500.00	500.00	0.00		0.00	0.00	500.00
PELL	2,025.00	2,025.00	0.00		0.00	0.00	2,025.00
586070202	PNGUYEN, TEST202 A	200710	07-JUN-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC		MEMO'D	AUTHORIZED	PAID
STFDX	53.00	53.00	0.00		53.00	0.00	0.00
ACG	54.00	54.00	0.00		0.00	54.00	0.00
SEOG	54.00	54.00	0.00		0.00	54.00	0.00
DIRECT	150.00	150.00	0.00		0.00	148.00	0.00
DLPLUS	501.00	501.00	0.00		501.00	0.00	0.00
DLUNSB	501.00	501.00	0.00		501.00	0.00	0.00
PLUS	502.00	502.00	0.00		502.00	0.00	0.00
STFDY	502.00	502.00	0.00		502.00	0.00	0.00
PERK	503.00	503.00	0.00		0.00	503.00	0.00
PELL	2,025.00	2,025.00	0.00		0.00	2,025.00	0.00

0607		RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT					RPRTIVR
586070305	SPNGUYEN,S305 A	200710	15-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
STFDY	50.50	50.50	0.00	0.00	0.00	101.00	
DLUNSB	51.00	51.00	0.00	0.00	0.00	51.00	
STFDX	51.50	51.50	0.00	0.00	0.00	50.00	
DIRECT	52.00	52.00	0.00	0.00	0.00	52.00	
PERK	53.00	53.00	0.00	0.00	0.00	53.00	
SEOG	53.00	53.00	0.00	0.00	0.00	53.00	
PLUS	54.00	54.00	0.00	0.00	0.00	108.00	
DLPLUS	55.00	55.00	0.00	0.00	0.00	54.00	
ACG	175.00	175.00	0.00	0.00	0.00	175.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
182000010	Schrum,Ten	200720	10-MAY-2007	04	Official Withdrawal		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
PERK	750.00	750.00	0.00	0.00	0.00	0.00	

19-JUN-2006 17:38:20		BANNER UNIVERSITY					PAGE 2
0607		RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT					RPRTIVR
ID	NAME	TERM CODE	EFFECTIVE DATE	CODE	DESCRIPTION		
Continued...							
182000010	Schrum,Ten	200720	10-MAY-2007	04	Official Withdrawal		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
STFD	1,312.50	0.00	0.00	0.00	0.00	0.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	0.00	
586070304	WPNGUYEN,W304 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
SEOG	180.00	180.00	0.00	0.00	0.00	180.00	
DIRECT	500.00	500.00	0.00	0.00	0.00	493.00	
DLPLUS	500.00	500.00	0.00	0.00	0.00	0.00	
PLUS	500.00	500.00	0.00	0.00	0.00	0.00	
PLUSE	500.00	500.00	0.00	0.00	0.00	0.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
586070303	XPNGUYEN,X303 A	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
SEOG	214.00	214.00	0.00	0.00	0.00	214.00	
DIRECT	500.00	500.00	0.00	0.00	0.00	493.00	
PELL	2,025.00	2,025.00	0.00	0.00	0.00	2,025.00	
586070301	ZPNGUYEN,Z Z	200710	01-MAY-2006	02	Student Intent to Withdraw		
FUND	OFFERED	ACCEPTED	DECL/CANC	MEMO'D	AUTHORIZED	PAID	
PELL	0.00	0.00	0.00	0.00	2,025.00	0.00	
SEOG	214.00	214.00	0.00	0.00	108.00	0.00	
PNDRCT	500.00	500.00	0.00	250.00	0.00	0.00	

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Report Name:.....: RPRTIVR  
Current Release:.....: 7.5.1  
Report Sequence Number:.....: 108028  
Aid Year:.....: 0607  
Term Code:.....:  
Beginning Withdrawal Date:.....:  
Ending Withdrawal Date:.....:  
Title IV Fund Code Ind:.....: 1  
Sort Sequence Ind:.....: N  
Withdrawal Status Code:.....:  
Calculation Status:.....: A  
Application ID:.....:  
Selection ID:.....:  
Creator ID:.....:  
User ID:.....:  
Student Withdrawal Count:.....: 9  
Number of lines per page:.....: 55

## Return of Title IV Funds Calculation Process (RPRTIVC)

**Description** Use this report to calculate Title IV repayments for students who have withdrawn from the term. If you run the process in *Audit* mode, Banner will perform the calculations and print the report. Calculations will not be saved. If you run the process in *Calc and Save* mode, then Banner will perform the calculation, print the report, and save the results.



### Note

You can print a simulation calculation for a student by running the process in *Audit* mode with a single student in the population selection. ■

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Refer to Chapter 7 for a list of Title IV funds that are eligible for repayment in the event that a student withdraws from the term.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to calculate Title IV repayment information.	Financial Aid Term Code Inquiry Form (ROITERM)
	Process Indicator	Yes	You can run this process only in batch.  If you want to run the process for a single student, then you must either run it from the Return of Title IV Funds Calculation Form (RPATIVC), or use population selection to indicate a single student.	B Calculation will be performed in batch
	Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation Form (RPATIVC). You cannot enter a value for this parameter.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Sequence Indicator	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Mode	Yes	Indicates the mode in which you want to run the report.	A <i>Simulation mode</i> --Calculates and prints a report U <i>Calculate and Save mode</i> --Calculates and prints, and saves the calculation record.
	Application ID	No	<p>Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters (cont)	Name	Required?	Description	Values
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

### Report Sample—Return of Title IV Funds Calculation Process

22-JUN-2006 15:13:00 SIMULATION MODE		BANNER UNIVERSITY RETURN OF TITLE IV FUNDS CALCULATION PROCESS					PAGE 1 RPRTIVC	
AID YEAR: 0607		ID: 130010051		Cps10051 Gilliam				
SEQUENCE NO: FA: 1 STU: 1		WD CODE: 04 Official Withdrawal		DATE: 22-MAY-2006				
TERM: 200710								
TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	2,025.00	2,025.00	0.00	0.00	859.50	859.50	0.00	1,165.50
ACG	375.00	375.00	0.00	0.00	0.00	0.00	0.00	375.00
TOTAL	2,400.00	2,400.00	0.00	0.00	859.50	859.50	0.00	1,540.50
ENROLLMENT PERIOD START DATE: 12-MAY-2006		REMAINING AID TO BE DISB TO STUDENT:		0.00				
ENROLLMENT PERIOD END DATE: 30-JUN-2006		TOTAL TITLE IV AID TO BE RETURNED:		1,872.00				
DAYS IN ENROLLMENT PERIOD: 50		INSTITUTION'S REQUIRED SHARE:		0.00				
DAYS ATTENDED: 11		STUDENT'S SHARE:		1,872.00				
ENROLLED IN OPEN LEARNING COURSES: N		STUDENT'S REQUIRED RETURN:		859.50				
TITLE IV EARNED: 22.0%		528.00						
TITLE IV UNEARNED: 78.0%		1,872.00						
TOTAL INSTITUTIONAL CHARGES: 0.00								

AID YEAR: 0607 ID: 162440041 Fortyone A Muehlhof  
SEQUENCE NO: FA: 1 STU: 1  
TERM: 200710 WD CODE: 02 Student Intent to Withdraw DATE: 24-OCT-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
DLUNSB	247.00	247.00	0.00	247.00	0.00	0.00	0.00	0.00
DIRECT	493.00	493.00	0.00	158.08	334.92	334.92	0.00	0.00
DLPLUS	366.00	366.00	0.00	0.00	366.00	366.00	0.00	0.00
PELL	2,025.00	2,025.00	0.00	0.00	0.00	0.00	0.00	2,025.00
TOTAL	3,131.00	3,131.00	0.00	405.08	700.92	700.92	0.00	2,025.00

ENROLLMENT PERIOD START DATE:	01-SEP-2006	REMAINING AID TO BE DISB TO STUDENT:	0.00
ENROLLMENT PERIOD END DATE:	15-DEC-2006	TOTAL TITLE IV AID TO BE RETURNED:	1,537.32
DAYS IN ENROLLMENT PERIOD:	106	INSTITUTION'S REQUIRED SHARE:	405.08
DAYS ATTENDED:	54	STUDENT'S SHARE:	1,132.24
ENROLLED IN OPEN LEARNING COURSES:	N	STUDENT'S REQUIRED RETURN:	700.92
TITLE IV EARNED:	50.9%		1,593.68
TITLE IV UNEARNED:	49.1%		1,537.32
TOTAL INSTITUTIONAL CHARGES:			825.00

AID YEAR: 0607 ID: 586070308 A308 S APNGUYEN  
SEQUENCE NO: FA: 1 STU: 1  
TERM: 200710 WD CODE: 02 Student Intent to Withdraw DATE: 01-MAY-2006

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
DIRECT	493.00	493.00	0.00	493.00	0.00	0.00	0.00	0.00
PERK	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00
PELL	2,025.00	2,025.00	0.00	1,288.00	0.00	0.00	0.00	737.00
SMART	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL	4,618.00	2,618.00	2,000.00	1,881.00	0.00	0.00	0.00	737.00

ENROLLMENT PERIOD START DATE: 01-MAY-2006 REMAINING AID TO BE DISB TO STUDENT: 0.00  
 ENROLLMENT PERIOD END DATE: 04-AUG-2006 TOTAL TITLE IV AID TO BE RETURNED: 2,571.82  
 DAYS IN ENROLLMENT PERIOD: 96 INSTITUTION'S REQUIRED SHARE: 1,881.00  
 DAYS ATTENDED: 1 STUDENT'S SHARE: 690.82  
 ENROLLED IN OPEN LEARNING COURSES: N STUDENT'S REQUIRED RETURN: 0.00

TITLE IV EARNED: 1.0% 46.18  
 TITLE IV UNEARNED: 99.0% 4,571.82  
 TOTAL INSTITUTIONAL CHARGES: 1,900.00

\*\*\* REPORT CONTROL INFORMATION \*\*\*

REPORT NAME:.....: RPRTIVC  
 VERSION:.....: 7.5.1  
 REPORT SEQUENCE NUMBER:.....: 110570  
 TERM CODE:.....: 200710  
 PROCESS INDICATOR:.....: B  
 APPLICANT ID:.....:  
 SORT SEQUENCE INDICATOR:.....: I  
 SIMULATION OR CALC & SAVE MODE:.....: A  
 APPLICATION ID:.....:  
 SELECTION ID:.....:  
 CREATOR ID:.....:  
 USER ID:.....:  
 STUDENT COUNT:.....: 3  
 NUMBER OF LINES PER PAGE:.....: 55

## Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI)

**Description** Use this report to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC). You can print information for a single student, a particular group of students, or all students falling within a date range that you specify.

You can print information for all terms, a single term, or for some period within a term.

You can sort the data by:

- Effective withdrawal status date
- ID
- Name
- Withdrawal status code

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to print withdrawal information.	Financial Aid Term Code Inquiry Form (ROITERM)
	Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must specify a single student in your population selection.	B Batch
	Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation Form (RPATIVC). You cannot enter a value for this parameter.	
	Beginning Withdrawal Date	No	Start date of the period within the term for which you want to print withdrawal information.	
	Ending Withdrawal Date	No	End date of the period within the term for which you want to print withdrawal information.	

Parameters <i>(cont)</i>	Name	Required?	Description	Values
	Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Page Break Between Students	Yes	Indicates whether you want to print each student's information on a separate page.	Y Print each student on a separate page N Print multiple students on a page
	Application ID	No	<p>Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Parameters (cont)	Name	Required?	Description	Values
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
Not used at this time				

### Report Sample—Return of Title IV Funds Withdrawal Calculation Report

07-JUN-2000 07:16:22 REPORT MODE		BANNER HP5 UNIVERSITY RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT					PAGE 1 RPRTIVI	
AID YEAR: 0001		ID: 400000001		Steven R Abruskie				
SEQ. NO: FA 5		STU 2		DATE: 01-OCT-2000				
TERM: 200110		WD CODE: 04 Official Withdrawal						
TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	475.00	475.00	0.00	0.00	0.00	0.00	0.00	475.00
SEOG	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
STFD	1,312.50	1,312.50	0.00	1,312.50	0.00	0.00	0.00	0.00
UNSTFD	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00
PERK	1,250.00	1,250.00	0.00	871.49	0.00	0.00	0.00	378.51
TOTAL	6,037.50	6,037.50	0.00	4,183.99	0.00	0.00	0.00	1,853.51
ENROLLMENT PERIOD START DATE: 01-SEP-2000		REMAINING AID TO BE DISB TO STUDENT:		0.00				
ENROLLMENT PERIOD END DATE: 15-DEC-2000		TOTAL TITLE IV AID TO BE RETURNED:		4,183.99				
DAYS IN ENROLLMENT PERIOD: 101		INSTITUTION'S REQUIRED SHARE:		4,183.99				
DAYS ATTENDED: 31		STUDENT'S SHARE:		0.00				
TITLE IV EARNED: 30.7%		1,853.51						
TITLE IV UNEARNED: 69.3%		4,183.99						
TOTAL INSTITUTIONAL CHARGES:		9,250.00						

AID YEAR: 0001 ID: 40000002 Tariq K Aladdan  
 SEQ. NO: FA 7 STU 1  
 TERM: 200110 WD CODE: 04 Official Withdrawal DATE: 08-NOV-2000

TITLE IV FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED AWARD
PELL	525.00	525.00	0.00	0.00	0.00	0.00	0.00	525.00
SEOG	750.00	750.00	0.00	0.00	0.00	0.00	0.00	750.00
STFD	1,312.50	1,312.50	0.00	0.00	0.00	0.00	0.00	1,312.50
UNSTFD	2,000.00	2,000.00	0.00	800.00	0.00	1,035.00	0.00	1,200.00
TOTAL	4,587.50	4,587.50	0.00	800.00	0.00	1,035.00	0.00	3,787.50

ENROLLMENT PERIOD START DATE: 12-SEP-2000  
 ENROLLMENT PERIOD END DATE: 15-DEC-2000  
 DAYS IN ENROLLMENT PERIOD: 90  
 DAYS ATTENDED: 54

REMAINING AID TO BE DISB TO STUDENT: 0.00  
 TOTAL TITLE IV AID TO BE RETURNED: 1,835.00  
 INSTITUTION'S REQUIRED SHARE: 800.00  
 STUDENT'S SHARE: 1,035.00

TITLE IV EARNED: 60.0% 2,752.50  
 TITLE IV UNEARNED: 40.0% 1,835.00  
 TOTAL INSTITUTIONAL CHARGES: 2,000.00



# 6 Technical Information

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This chapter contains a list of the tables that support Title IV and authorization processing at your institution.

## Tables

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The following tables are used exclusively to support your work with Title IV:

<b>Table Name</b>	<b>Description</b>
SORTBRK	Term Break Period Table
SFRWDRL	Student Withdrawal Table
STVWDRL	Withdrawal Status Validation Table
RPRTIIV	Return of Title IV Funds Table
TVRAUTH	Title IV Authorization Maintenance Table



# 7 Reference Information

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This chapter contains information about Title IV funds that are eligible for the Return of Title IV Funds calculation, the order in which the funds are identified, and returned, and the order in which they appear on the form.

## Loans

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### Unsubsidized Federal Stafford Loans

- Loan amounts are repaid by the student to the lender in accordance with the terms of the promissory note.
- The amount calculated to be repaid by the student to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

### Subsidized Federal Stafford Loans

- Loan amounts are repaid by the student to the lender in accordance with the terms of the promissory note.
- The amount that is calculated to be repaid by the student to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

### Unsubsidized Federal Direct Stafford Loans

- Loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.
- The amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.



## Subsidized Federal Direct Stafford Loans

- Loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.
- The amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

## Federal Perkins Loans

- Loan amounts are repaid by the student to the program account in accordance with the terms of the promissory note.
- The amount that is calculated to be repaid by the student to the program account is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the program account is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

## Federal PLUS Loans

- Loan amounts are returned by the student (parent) to the lender in accordance with the terms of the promissory note.
- The amount that is calculated to be returned by the student (parent) to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

## Federal Direct PLUS Loans

- Loan amounts are repaid by the student (parent) in accordance with the terms of the promissory note.
- The amount that is calculated to be repaid by the student (parent) to the lender is not reduced from the student's financial aid award or subtracted from the Accounts Receivable account.
- The amount that is calculated to be returned by the institution to the lender is reduced from the student's financial aid award and subtracted from the Accounts Receivable account.

## Grants

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### Federal PELL Grant

- The student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.
- The institution's liability for return is not limited to the 50% rule.

### Federal SEOG

- The student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.
- The institution's return is not limited to the 50% rule.
- The regulations exclude from the calculation the non-Federal share of FSEOG awards when the institution meets its FSEOG matching share by either the individual receipt method or the aggregate method. Your school must adjust calculations manually to account for this situation. This exception processing will be added to both the process and the form.

### Federal Academic Competitiveness Grant

- The student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.
- The institution's liability for return is not limited to the 50% rule.

## Federal National SMART Grant

- The student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.
- The institution's liability for return is not limited to the 50% rule.

## Other Title IV Assistance

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### Leveraging Education Assistance Partnership (LEAP) Program

- If a state agency specifically identifies a student's State grant as LEAP funds, the state grant funds must be considered Title IV HEA grant funds for the purposes of the return of Title IV funds calculation.
- If an institution does not know whether a particular student's state grant contains LEAP funds, the grant would not have to be included in the calculation.
- The student's responsibility for the Return of Title IV Federal Grants is limited to 50% of the total Federal Grants above institutional charges
- The institution's return is not limited to the 50% rule.



#### Note

The LEAP funds have been removed from the Return of Title IV federal requirements for the 2006-2007 aid year and beyond. ■

## Eligible Return of Title IV Funds Processing Order

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The return of funds processing order for years prior to the 2006-2007 aid year is:

- Unsubsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loan
- Federal Parent PLUS Loans
- Federal Direct Parent PLUS Loans

- Federal Pell Grant
- Federal SEOG
- Leveraging Educational Assistance Partnership
- The return of funds order for the 2006-2007 aid year and beyond is:
  - Unsubsidized Federal Stafford Loans
  - Unsubsidized Federal Direct Stafford Loans
  - Subsidized Federal Stafford Loans
  - Subsidized Federal Direct Stafford Loans
  - Federal Perkins Loan
  - Federal Parent PLUS or Graduate/Professional PLUS Loans
  - Federal Direct Parent PLUS or Graduate/Professional PLUS Loans
  - Federal Pell Grant
  - Federal Academic Competitiveness Grant
  - Federal National SMART Grant
  - Federal SEOG

## Eligible Title IV Funds Post-Withdrawal Disbursement Order

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For years prior to the 2006-2007 aid year, the post-withdrawal disbursement processing order when there is remaining aid to be disbursed to the student is as follows.

- Federal Pell Grant
- Federal SEOG
- Other Title IV grants
- Subsidized Federal Direct Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal Perkins Loan
- Federal Direct Parent PLUS Loan
- Federal Parent PLUS Loan

The post-withdrawal disbursement order for the 2006-2007 aid year and beyond when there is remaining aid to be disbursed to the student is as follows.

- Federal Pell Grant
- Federal Academic Competitiveness Grant
- Federal National SMART Grant
- Federal SEOG
- Subsidized Federal Direct Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans
- Unsubsidized Federal Stafford Loans
- Federal Perkins Loan
- Federal Direct Parent PLUS or Graduate/Professional PLUS Loans
- Federal Parent PLUS or Graduate/Professional PLUS Loans

# Glossary

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## **Amount to Return**

Disbursed Title IV aid less earned Title IV aid.

## **Authorizations**

Permission given by the student to:

1. Apply Title IV Aid to non-institutional charges
2. Apply Title IV aid to prior year balances
3. Hold credit balances due to Title IV aid

## **Break Period**

A period of consecutive days during which no academic activity occurs, may include weekends, holidays, vacations.

## **Could have been disbursed**

The amount of Title IV aid which the student was eligible to receive under cash management and program rules at the time he or she withdrew which had not been disbursed.

## **Disbursed Title IV**

The amount of Title IV aid credited to the student account to pay assessments and/or provided as cash to the student after institutional charges were fully covered.

## **Earned Title IV Aid**

$(\text{Title IV Aid Disbursed} + \text{Could Have Been Disbursed}) * \text{Percent Completed}$ .

## **Enrollment Period**

The period of time (measured in days for credit hour programs and hours for clock hour programs) for which students who complete an academic program are enrolled. Excludes break periods of five or more consecutive days.

## **Institutional Charges**

Assessments which are made to students as a requirement for attendance in an academic program, that is, tuition, fees, room, board.

## **Institutional Return**

Lesser of either the amount to return or the uncoverable charge amount.

## **Other Institutional Costs**

Additional amounts not billed through Accounts Receivable which are considered as required for attendance, that is, required lab equipment which all students must purchase off campus.

## **Percent completed**

Period of Attendance / Enrollment Period as a percentage rounded to 1 decimal.  
Default to 100% if > 60% (without rounding).

## **Percent Unearned**

Inverse of Percent Completed.

## **Period of attendance**

The period of time a student actually attends prior to withdrawal, excluding approved leave of absence and break periods of five or more consecutive days.

## **Post-Withdrawal Disbursements**

Disbursement of additional aid amounts which were earned by the student prior to withdrawal but had not been disbursed when the earned amount is greater than the disbursed amount.

Note that the order for return of Title IV funds and for post-withdrawal disbursement are different. Both are specified by the regulations.

## **Return of Funds**

Grant dollars are returned to the appropriate grant fund.

Loan dollars are returned to the lender.

## **Student Repayment**

Difference between the total amount to be returned and the amount to be returned to the institution.

Loan funds must be repaid according to the promissory note. For grant funds, the student's responsibility for the Return of Title IV Federal Grants is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student, but only if that amount is greater than \$50.00.

### **Note**

The institution may elect to repay funds on the student's behalf. ■

## Uncoverable Charges

Percent unearned multiplied by total cost:  $(100 - \text{Percent Completed})/100 * (\text{Institutional Charges} + \text{Other Costs})$ .



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(SFIWDRL) Student Withdrawal Query Form **4-1**

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