

## Procedure 3.002

### Return of Funds

***Purpose:***

To maintain compliance with federal and state mandates on earned and unearned grant funds when a student officially or unofficially withdraws from all courses during a semester.

***Procedure:***

1. The Enrollment Activity Report (RGER) is generated in Colleague as required to properly and consistently identify students that have officially or unofficially withdrawn from classes.
2. The RGER report is reviewed.
3. A spreadsheet is generated each semester from data obtained from the RGER report tracking student name, ID #, course and section numbers, last day of attendance (LDA), total number of classes registered in, date financial aid was notified of the course withdraw.
4. As a non-attendance taking school, the 50% date of the semester may be used as the LDA when an LDA is not reported.
5. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for federal funding is performed in Colleague in the Award Detail Entry (AIDE) screen.
6. When a student is deemed to be completely withdrawn from all classes for the term the return to funds calculation for state funding is performed in the College Fund of North Carolina website under the "Return of Funds Calculator" Tab.
7. The student's account is adjusted in Colleague to show the earned amount of state funds based on the return of funds calculation.
8. The Financial Aid Office to notifies the student that a Return of Funds calculation has been performed on their account and that they are now in an overpayment (disbursement of more federal or state student aid funds to a student than he or she is eligible to receive) status or entitled to a post-withdraw disbursement.

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9. The Batch Financial Aid Transmittal Register (FATR) is run in Colleague and forwarded to the Business Office for processing.
10. The Business Office notifies financial aid when the FATR and the Batch FA Transmittal Update (FATP) process is completed.
11. The Financial Aid Office runs the Export Common Origination and Disbursement XML Records (CODE) process in Colleague to report the R2T4's to Common Origination and Disbursement System (COD).
12. The Business Office notifies the student that they have an account balance based on the processing of a return of funds calculation.
13. Overpayments are reported to National Student Loan Data System (NSLDS) if the overpayment is not resolved during the 45-day period or immediately if the student indicates that he or she cannot repay the debt.
14. Overpayments are reported to Debt Resolution Services if not paid within the 45-day allowed or immediately if the student indicates that he or she cannot repay the debt.
15. Students are notified when their debt is referred to Debt Resolution Services and provided with the phone number and postal address of the agency.
16. A spreadsheet is maintained and utilized by the Financial Aid Office and the Business Office to track return of funds calculation by student, the overpayment amount, the date the debt was reported to the NSLDS, the date referred to the Debt Resolution Services and the date of repayment.

Note: A school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's complete withdraw.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

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**History**

**Senior Staff Review/Approval Dates:** 1/30/2017

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

