

## Withdrawal & Return to Title IV (R2T4)

Students must follow the Withdrawal Policy as issued by the Registrar's Office. Students receiving financial aid are required to visit the Financial Aid Office to be cleared before submitting their withdrawal forms to the Registrar. During this visit, the student's financial aid and course load will be reviewed.

The Return of Title IV Funds Policy applies to all students who have, or could have been, disbursed federal funds. In accordance with federal regulations, the institution and the student are required to return unearned portions of Title IV assistance (federal grants). This return of unearned funds only applies to students who have **completely withdrawn**. The return of funds is based upon the percentage of time the student attended the institution. The percentage of time completed is determined by dividing the number of days prior to complete withdrawal by the total days of the semester. The earned percentage (rounded) is then subtracted from 100 percent, which then gives the unearned percentage.

If a student withdraws after 60 percent of the semester has been completed, no funds will be returned.

Any funds received from the HOPE Scholarship, Zell Miller Scholarship, or ACCEL will also be included in the institutional refund calculation. A student receiving these funds may owe money to the institution and the Georgia Student Finance Commission (GSFC).

## ORDER OF RETURN FOR TITLE FOR FUNDS:

- Unsubsidized Direct Stafford Loans
- Subsidized Stafford Direct Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Direct PLUS Loans
- Federal PELL Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Teach Grants
- Iraq and Afghanistan Service Grant



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The Financial Aid Office performs all calculations for Return to Title IV funds. Once these calculations are performed, the Office of Student Financial Aid then reduces awards and notifies students of funds owed to the U.S. Department of Education. Students will be notified by the Student Accounts Office if money is owed to the college. Failure to repay the federal government could jeopardize eligibility for future financial assistance at Augusta Technical College and other institutions. Failure to repay the institution could jeopardize eligibility to return to the school and/or receive official academic transcripts.