



## **RETURN OF TITLE IV FUNDS**

Any student on financial aid who officially or unofficially withdraws from classes before 60% of the semester is completed will have a Return of Title IV Funds completed within 30 days of their withdrawal. The first step is to determine the date that the student began the withdrawal process. TCR will use the earliest date determined for the withdrawal, either the date the student began the official withdrawal or the last date the student was in attendance for an unofficial withdrawal. To withdraw from a class or program the student must go to the Student Services Office to have an official withdrawal form completed. Until the official withdrawal form is completed the enrollment remains active with absences and grades recorded. TCR Programs are term-based programs; the return period is based upon the first day of the term through the end of the semester. (Please note that programs sometimes have different term dates, please refer to the school calendar you received when you registered.)

A Return of Title IV calculates the percentage of federal aid earned by the student. After the calculation, the Financial Aid Office will notify the student in writing of the percentage of aid earned, the amount of Title IV funds returned by the College on the student's behalf, and the amount, if any, owed by the student to the U.S. Department of Education or the school. Students who owe a repayment are encouraged to pay the amount in full at the Business Office. The Business Office then credits the funds to the appropriate account. However, if the student is unable to pay the full balance, they may sign a repayment contract which will allow the student to repay in monthly installments. (Note: If the amount owed by the student exceeds \$50 and the student does not repay, they become ineligible for additional Title IV funds at any educational institution.)