Return of Title IV Funds for Windows

Return of Title IV Funds for Windows is non-year specific, stand-alone software that stores, calculates, processes, and manages the return of Title IV aid funds.

BEFORE YOU START

Gather the information

- Type of period (payment period vs. period of enrollment) used for the calculation (Credit hour inst. must use Payment Period.)
- For credit hour programs
  - Beginning and ending dates for period
  - Whether or not period includes a scheduled break of 5 or more calendar days
- For clock hour programs
  - Clock hours in the period
  - Clock hours student completed
  - Clock hours student was scheduled to complete
- Allowable institutional charges
- Type of program in which student was enrolled (credit hours vs. clock hours)
- Whether or not school is required to take attendance for all or some of its students
- Type of withdrawal (with/without notification, etc.)
- Date of withdrawal
- Date of institution's determination that student withdrew
- Amount(s) and type(s) of Title IV aid disbursed
- Amount(s) and type(s) of Title IV aid that could have been disbursed
- Did student receive or was eligible to receive aid from other Title IV programs (state grants identified as LEAP, formerly SSIG)
- The Method school used to match FSEOG awards

If you have questions about installation issues, software problem resolution, software functionality, and technical assistance, call CPS Customer Service, Monday through Friday, 7 a.m. – 7 p.m. (CT), at ***800/330-5947****, Option 9. You can also e-mail inquiries, comments, or suggestions to* ***CPS@NCS.COM***

USING RETURN OF TITLE IV FUNDS FOR WINDOWS

Log in to the software

If you are using the software for the first time, use **SYSADMIN** for both the user ID and password. The software prompts you to change the password for the SYSADMIN user ID. Once you have changed the password, make a note of it and keep it in a safe place.

Set up the software – follow these steps in order

Select **Tools**, **Setup** from the menu bar and choose these options in order:
Step 1:Security. Create user IDs and passwords.
Step 2: System. Decide if you want to allow users to edit Notes entries. Each student's record has a Notes tab where you can enter comments. The software also records information about who made changes and when changes were made to the Program Institutional Charges.
Step 3: Program Institutional Charges. For each academic year, create an Institutional Charges Profile for each program. These profiles contain tuition and fees, room, board, and other charges. They are identified by codes that you assign.
Step 4: School Calendar Profile. For each academic year, create Calendar Profiles. These profiles are based on credit hours or clock hours and are associated with a Program Institutional Charges code. For credit hour programs, the School Calendar Profile contains payment period, the start and end dates, and scheduled break days of 5 consecutive days or more. For clock hour programs, it includes the total clock hours in the program. Return of Title IV Funds counts both the number of days or clock hours in the period and the number of days or the number of clock hours the student completed or the number of clock hours scheduled to have been completed. In addition, if a School Calendar includes a scheduled break of at least five consecutive days, the number of break days is excluded from the count. School Calendar Profiles are identified by codes that you assign.
Step 5: User Database. Create any additional fields that your institution requires (for example, date funds returned). These fields become part of the student records and are for your use only.

Create one demographic record for each student

Students can have only one demographic (Demo tab at the bottom of the screen) record. They may have multiple withdrawal records. **The data input must be saved before you can move to the R2T4 tab. Save all data BEFORE moving to a subsequent tab.**

> ***IMPORTANT PROGRAMMER NOTE.*** *Once a Student Record is created and the School Calendar Profile Code is established as a part of the individual Student Record, the profile code cannot be deleted from the database. Therefore, during the development and testing stage, setup of "Test" Profiles will allow for the easy separation from actual profiles once you move into live production.*

Create a withdrawal record for each student's withdrawal

- **Go to the R2T4** tab to enter the student data.
- **You may update** institutional charges for the individual student record, if necessary.
- The software **calculates** the funds to be disbursed or returned.
  Notes*:*
  - *Amounts to be returned are calculated in dollars and cents, but schools have the option of returning funds in whole dollars (rounded).*
  - *For clock hour programs, the software automatically uses clock hours scheduled to be completed if the student meets the 70% threshold of clock hours completed to clock hours scheduled to be completed****. This is the school's option; if a school opts not to use clock hours scheduled to be completed, the calculation must be performed manually.***
- **Leave of Absence: see instructions in the cover letter.**
- For Post-Withdrawal Disbursements, go to the Post-Withdrawal tab and complete the tracking sheet.
- **Update** Notes and User Data, as needed.
- **Print** any pages that you need.

Follow up

After the calculation is complete, you must still follow up, as appropriate, including
- Return the funds,
- Make a post-withdrawal disbursement, and
- Send appropriate notifications to the students and/or parents.

For grant overpayments,
- Send the student a notice,
- Notify NSLDS, and refer the matter to the Department of Education, if necessary.