1. Purpose
This describes the instances and process for returning Title IV federal funding.

Special Note: R2T4 is a different process than the tuition refund policy. Federal funding needs to be returned within 30 days after the student has been withdrawn or approved for the LOA.

2. Related Policy/Authority
This R2T4 process is in compliance with The Higher Education Act (HEA) Amendments of 1998, Section 484B, as well as the program integrity regulations, 34 CFR 668.22, set forth governing the treatment of Title IV funds when a student withdraws from an institution.

3. Faculty/Staff Responsibilities
Director of Financial Aid
Assistant Controller
Registrar

4. Definitions/Abbreviations
- R2T4 – Return of Title IV
- HEA – Higher Education Act
- LOA – Leave of Absence

5. Procedural Steps
BCOM operates on credit hours with standard terms, and each term contains modules, as well as courses that span the enrollment term. In accordance with the federal code 34 CFR 668.22(c)(1), BCOM is not required to take attendance.

The Office of Registrar is designated to be notified of a course withdrawal or request for leave of absence.
Return of Title IV (R2T4) is calculated for a payment period and is either for the standard term of fall or spring. A student is considered withdrawn from a term/module if the student does not complete all the days in the term/module that the student was scheduled to complete.

There are three types of withdrawals, and a temporary leave request (Leave of Absence-LOA) that are governed by the return to Title IV (R2T4) federal calculation regulations:

1. **Official Withdrawal** – An official withdrawal occurs when the student withdraws or is withdrawn administratively, from all courses in the term, or withdraws from all courses scheduled to complete.

2. **Unofficial Withdrawal** – An unofficial withdrawal occurs when BCOM does not receive notice that the student has ceased attending school.

3. **Modular Withdrawals** – In accordance with the federal code 34 CFR 668.22(a)(2)(i), a student is considered to have withdrawn from a module (courses that do not span the entire length of the payment period or period of enrollment), if the student does not complete all the days in the module that the student was scheduled to complete.

4. **Leave of Absence** – BCOM has a formal policy regarding leave of absence B9090. For financial aid purposes, all new leaves of absence will be treated as a withdrawal effective the first day of the leave and a return calculation of federal aid will be performed. A return calculation could result in having to repay all or a portion of your financial aid back to BCOM.

**Returning Unearned Title IV Funds**

Institutional charges are used to determine the portion of unearned Federal Student Aid that the school is responsible for returning. BCOM will return the unearned portions of Title IV aid to the Department of Education, which may result in the student having a balance pending with the Business Office. A student is responsible to pay back any unearned funds that BCOM has returned. The student is responsible for all unearned Title IV program assistance that the school is not required to return. The student is notified in writing of these amounts and outcomes from the Return of Title IV calculation. Unearned funds are returned to the Department of Education of Title IV programs in the following order: Direct Unsubsidized Stafford Loan, Direct Grad PLUS Loan. The student repays unearned loan funds on the normal loan repayment schedule as stated in the MPN and/or Disclosure Statements. Unearned funds returned by BCOM will be repaid to the appropriate Title IV program no later than 45 days after the withdrawal date.

**Post-Withdrawal Disbursement**

For students that have not received financial aid before starting withdrawal procedures, they will be advised in writing of their post-withdrawal eligibility within 30 days of the start of the withdrawal process. A post-withdrawal disbursement is the Title IV aid that was not disbursed before a student withdrew, but which the student had earned based on a Return of Title IV funds calculation. Post withdrawal disbursements are made no later than 180 days after the withdrawal date. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating the “earned” Federal Student Aid funds. For a post-withdrawal disbursement, a withdrawn student must
have accepted the loan (Direct Unsubsidized Loan or Grad PLUS) and completed the MPN before the withdrawal date.

**Withdrawal and Leave of Absence Process**
When voluntarily withdrawing from BCOM, the student is required to submit a signed and dated letter to the Registrar requesting a withdrawal from BCOM. Additional details about the withdrawal process can be found in the Student Handbook, 10. Withdrawal-from-the-College. It is required that any student who leaves BCOM for any reason go through the Checkout Process. Failure to complete the process may cause BCOM to withhold all records pertaining to the medical student.

**6. Reports/Charts/Forms/Attachments/Cross References**
- Registrar Website – Withdrawal Procedures - [https://bcomnm.org/students/resources/office-of-the-registrar/- Under Registrar Services](https://bcomnm.org/students/resources/office-of-the-registrar/- Under Registrar Services)

**7. Maintenance**
Director of Financial Aid
Assistant Director of Financial Aid

**8. Signature**

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>8/28/19</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Marlene Melendez, Ed.D. Director of OFA</em></td>
<td>Date</td>
</tr>
</tbody>
</table>

**9. Distribution List**
Internal/External

**10. Revision History**
<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[e.g., 3.1]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>