

9.2 Calculate the Return of Title IV Funds

Purpose: Use this document as a reference on processing a return to Title IV funds using ctcLink.

Audience: Financial Aid staff.

 You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA R2T4 Prcs
- ZZ FA Funds Manager
- ZZ FA R2T4 Prcs

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.


Calculate R2T4


Navigation: Navigator > Nav Bar > Financial Aid > Return to Title IV Funds > Create Worksheet


1. The Return of TIV worksheet HERA search page displays.
2. Select the **Add a New Value** tab.
3. Select values from the following fields:
 - **ID**
 - **Academic Institution**
 - Enter **Aid Year**
 - Enter **Term**
 - Select the **Program Type**
4. Select the **Add** button.


Return of TIV Worksheet HERA


[Find an Existing Value](#) [Add a New Value](#)

ID 

Academic Institution 

Aid Year 


Term 

Program Type (Credit/Clock Hr) 

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. The Create Worksheet page displays.
6. Enter the **Date of Withdrawal** on the Return TIV Aid tab.
7. Select the **Student Status** link to view the **Package Status Summary** page and make updates to various field values such as **Aid Processing Status** and **Verification Status**.

 From the **View Package Status Summary** page, you can also access information such as:

- Term
- ISIR Information
- Database matches

8. If you've opened the **Student Status** link, select the **X** on the browser tab to exit the page and return to **Create Worksheet**.
9. Select the **FA Term** link to view a student's:
 - term information
 - add a new term for a student
 - or build the student's financial aid term.
10. If you've opened the **FA Term** link, Select the **X** on the new tab to exit the page and return to **Create Worksheet**.
11. Select the **Return of Funds Worksheet** tab.

Return TIV Aid | **Return of Funds Worksheet** | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

Cupp,Stephanie G ID 201259018
 Institution WA220 Tacoma CC Aid Year 2019
 Term 2193 SPRING 2019 Program Type Credit Hour Program
 FA Term Academic Career UGRD [Calculate All](#)

[Student Status](#) [FA Term](#)

Summary
 Date of Withdrawal 05/01/2019 ☐ Undetermined Withdrawal Date Days Elapsed 6 Last Updated
 *Overall Status Pending *Institutional Determination Dt 07/09/2019 Date Form Completed

Period Information
☐ Payment Period ☒ Enrollment Period *Start Date 04/01/2019 *End Date 06/14/2019

Term Information
 Term 2193 Withdraw Date 60 Pct Dt 05/15/2019 Term Begin Date 04/01/2019
 FA Term Withdraw Date Term End Date 06/14/2019

Session Information
 Session Withdraw Date 60 Pct Dt Session Period Begin Date
 Session Withdraw Date 60 Pct Effective Dt Session Period End Date
☐ Use Session Calculation Data

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

12. The Return of Funds Worksheet tab displays.
13. Use the **Return of Funds Worksheet** page to calculate Return of TIV funds and generate details for aid earned.
14. Select the **Calculate All** button.
15. Select the **Total TIV Aid Disb Detail** link.
16. Review and select the **OK** button.
17. Select the **Pct. TIV Aid Earned Detail** link.

Return TIV Aid | **Return of Funds Worksheet** | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

Stephanie Cupp ID 201259018
 Institution WA220 Tacoma CC Aid Year 2019
 Term 2193 SPRING 2019 Program Type Credit Hour Program
[Calculate](#) [Calculate All](#) Date of Withdrawal 05/01/2019 Institutional Determination Dt 07/09/2019

Worksheet Data

E. Total TIV Aid Disb	2181.00	Detail	N. Unearned Inst Charges	0.00	
F. Total TIV Grant Aid	2181.00		O. Amt Due From School	0.00	Detail
G. Total TIV Aid	2181.00		P. Total School Must Return	0.00	
H. Pct. TIV Aid Earned	41.30	Detail	Q. Amt Due From Student	1280.25	
I. TIV Aid Earned	900.75		R. Stdnt Loan Repaymnt Amt	0.00	Detail
J. TIV Aid to Disburse	0.00		S. Initial TIV Grant Amount	1280.25	
K. TIV Aid to Return	1280.25		T. TIV Grant Protection Amt	1090.50	
L. Total Institutional Chrgs	0.00	Detail	U. TIV Grant Return Amt	189.75	Detail
M. Pct TIV Aid Unearned	58.70		Action Complete Student Return of Funds Tracking Information 47 characters remaining		

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

- 18. The Calculate Pct. TIV Aid Earned pagelet displays.
- 19. Use the **Calculate Pct. TIV Aid Earned** page to view or recalculate a student’s percentage of earned Title IV aid.
- 20. Select the **OK** button.
- 21. Select the **Total Institutional Chrgs Detail** link.
- 22. The Calculate Charge Information page displays.
- 23. Use the **Calculate Charge Information** page to view or recalculate a student’s institutional and budget charges.
- 24. Select the **OK** button.
- 25. Select the **Amt Due From School Detail** link.
- 26. The Calculate Return Amounts pagelet displays.
- 27. Use the **Calculate Return Amounts** page to view or recalculate the amount of funds to be returned by the institution.
- 28. Select the **OK** button.

Calculate Return Amounts

School Return of Funds	
1. Unsubsidized Direct Loan	0.00
2. Sub Direct Staff Loan	0.00
3. Perkins	0.00
4. Direct Grad PLUS Loan	0.00
5. Direct Parent PLUS Loan	0.00
6. Pell Grant	0.00
7. FSEOG	0.00
8. TEACH Grant	0.00
9. Iraq Afghanistan Srv Grant	0.00
O. By School	0.00
P. School Rtrn	0.00
Q. By Student	1280.25
R. Repayment	0.00

OK

Cancel

- 29. The Create Worksheet page displays.
- 30. Select the **TIV Grant Return Amt Detail** link.
- 31. The Return of Grant Funds pagelet displays.
- 32. Use the **Return of Grant Funds** page to view or recalculate the amount of grant funds to be returned by the student.
- 33. Select the **OK** button.

Return of Grant Funds

Student Return of Funds	
1. Pell Grant	189.75
2. FSEOG	0.00
3. TEACH Grant	0.00
4. Iraq Afghanistan Srv Grant	0.00
S. Initial Amt	1280.25
T. Grnt Protect	1090.50
U. Grnt Return	189.75

34. The Create Worksheet page displays.
35. Select the **Student/School Return** tab.
36. The Student/School Return tab displays.
37. Use the **Student/School Return** page to track return information for the student and school.
38. The **School Return Status** field indicates the institution's repayment status as **Pending** or **Complete**. The default status is blank or pending until you manually change the status to **Complete**.

Return TIV Aid	Return of Funds Worksheet	Student/School Return	Post-Withdrawal Disbursement	Return TIV Aid Notes
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Stephanie Cupp ID 201259018
Institution WA220 Tacoma CC Aid Year 2019
Term 2193 SPRING 2019 Program Type Credit Hour Program

Date of Withdrawal 05/01/2019 Institutional Determination Dt 07/09/2019


Student Return of Funds	
<input type="checkbox"/> Student Notified	
Student Return Status Pending	Notification Date <input type="text"/> <input type="button" value="B1"/>
Q. Amt Due From Student 1280.25	

Student Response Information	
Response Date <input type="text"/> <input type="button" value="B1"/>	Repayment Arrangement <input type="text"/>

School Return of Funds	
School Return Status <input type="text"/>	Funds Return Date <input type="text"/> <input type="button" value="B1"/>
O. Amt Due From School 0.00	

[Return TIV Aid](#) | [Return of Funds Worksheet](#) | [Student/School Return](#) | [Post-Withdrawal Disbursement](#) | [Return TIV Aid Notes](#)

39. Select the **Post-Withdrawal Disbursement** tab. You may need to select the arrow button next to the last tab.
40. The Post-Withdrawal tab displays.
41. Use the **Post-Withdrawal Disbursement** page to track post-withdrawal disbursements.

-  After you calculate the return amount on the **Return of Funds Worksheet** page and determine the student is eligible for a PWD, you can use this page to enter and maintain process dates.

42. Select the **Calculate** button.
43. In the **Total PWD Credited** group box, you can enter an amount to credit to the student's account and then select the **Calculate** button.
44. Select the **Return TIV Aid Notes** tab.

Return TIV Aid

Return of Funds Worksheet

Student/School Return

Post-Withdrawal Disbursement

Return TIV Aid Notes

Stephanle Cupp

ID 201259018

Institution WA220 Tacoma CC

Aid Year 2019

Term 2193 SPRING 2019

Program Type Credit Hour Program

Calculate

Date of Withdrawal 05/01/2019

Institutional Determination Dt 07/09/2019

Post-Withdrawal Disb Status

Date Form Completed

Part I, II, III

J. TIV Aid to Disburse (Box1) 0.00

Total PWD Credited (Box 2) 0.00

Part IV Allocation of PWD

Box 1 0.00 - Box 2 0.00 = Box 3 0.00

PWD Detail

Part V, VI

PWD Notification Sent

Response Deadline

Date Response Received

Response Received

Not Received

Late Response Not Accepted

Date Direct Disb Mailed Grant Loan

Save

Return to Search

Notify

Add

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

45. The Return TIV Aid Notes tab displays.
46. Use the **Return of TIV Aid Notes** page to enter return of Title IV aid notes and to document information regarding the processing of **Title IV Return of Funds**.

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | **Return TIV Aid Notes**

Stephanie Cupp ID 201259018
 Institution WA220 Tacoma CC Aid Year 2019
 Term 2193 SPRING 2019 Program Type Credit Hour Program
 Date of Withdrawal 05/01/2019 Institutional Determination Dt 07/09/2019

List of Notes Find | View All First 1 of 1 Last

Notes Enter notes manually into this field.

User ID CTC_KFORSBERG Last Update Timestamp 07/09/2019 2:04PM

Save Return to Search Notify Add Update/Display

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

47. Select the **Return TIV Aid** tab.
48. The Return TIV Aid tab displays.
49. Enter the **Overall Status** by selecting on the field.
50. Select the **Save** button.

Return TIV Aid | Return of Funds Worksheet | Student/School Return | Post-Withdrawal Disbursement | Return TIV Aid Notes

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 Student Status FA Term Academic Career UGRD Calculate All

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☐ Use Session Calculation Data

Save Return to Search Notify Add Update/Display

51. You have successfully calculated the return of Title IV aid for a student.
52. End of procedure.