9.2 Track Return to Title IV Funds

Purpose: Use this document as a reference to track the return of Title IV funds using ctcLink.

Audience: Financial Aid staff.

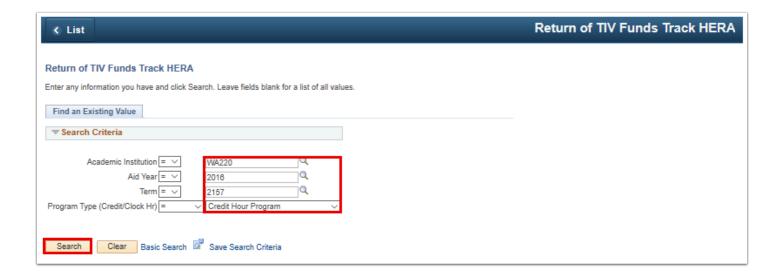
- You must have at least one of these local college managed security roles:
- ZD FA Director
- ZD FA R2T4 Prcs
- ZZ FA Funds Manager
- ZZ FA R2T4 Prcs

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

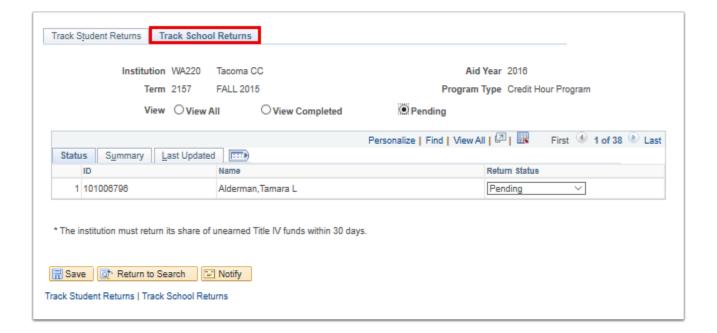
Track R2T4 Funds

Navigation: NavBar > Navigator > Financial Aid > Return to Title IV Funds > Track TIV Funds Return

- 1. The **Return of TIV Funds Track HERA** search page displays.
- 2. Select the applicable values from the following fields:
 - Academic Institution
 - Aid Year
 - Term
 - Program Type
- 3. Select the **Search** button.



- 4. The **Track TIV Funds Return** page displays.
- 5. Select the **Track School Returns** tab.
- 6. Use the **Track Student Returns** page to track student return of Title IV funds and to view the status of funds for all students where a calculation exists. Use the **Track School Returns** page to review the status of return information for the school.



- 7. You have successfully tracked the status of a student's return of Title IV funds.
- 8. End of procedure.