

## 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.

< List
Return of TIV Funds Track HERA

### Return of TIV Funds Track HERA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▼  
Aid Year = ▼  
Term = ▼  
Program Type (Credit/Clock Hr) = ▼

WA220

2016

2157

Credit Hour Program

Search

Clear

Basic Search

Save Search Criteria

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.

Track Student Returns
Track School Returns

Institution WA220 Tacoma CC  
Term 2157 FALL 2015

Aid Year 2016  
Program Type Credit Hour Program

View ☐ View All ☐ View Completed ☒ Pending

Status Summary Last Updated
Personalize | Find | View All | 1 of 38 | First | Last

ID	Name	Return Status
1 101006796	Alderman, Tamara L	Pending

\* The institution must return its share of unearned Title IV funds within 30 days.

Save

Return to Search

Notify

[Track Student Returns](#) | [Track School Returns](#)

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