(Sandy): Welcome to the Return to Title IV Funds on the Web Webcast recording. We thank you for taking the time to view this recording.

We've provided a handout that is available to download on the page where you clicked on the link to start this recording. We believe these materials will assist you as you view this recording.

If you've not downloaded and/or printed the materials, you may pause this recording at this time to do so. The Return to Title IV Funds on the Web Training has been designed for novices at setting up the Web screens and using them to perform the Return to Title IV Funds calculation.

There is also a Webcast recording available for an overview of the Return to Title IV Funds calculation. If you are new to the calculation, we recommend that you view the overview recording before viewing this presentation.

If you need to stop viewing the recording for any reason, please pause the recording using the Pause button at the bottom of the screen. You may also stop the recording and restart.

We would recommend that you make note of how much time has elapsed during your viewing so that you may resume the playback at that same location.

(Next Slide)

The calculation briefly described would be as you see on this slide. If a recipient of Title IV withdraws during a payment period or a period of enrollment, the institution must calculate the amount of Title IV aid the student earned.

Any unearned Title IV funds must be returned to the Title IV program sources.

(Next Slide)

This presentation will answer the question, what is R2T4 on the Web? It’s a Web based software application that calculates and manages the Return of Title IV Funds. It’s available through FAA Access to CPS Online.

To be able to use it, a school as well as the individual user must be enrolled on the Student Aid Internet Gateway or SAIG enrollment Web site as you see on this slide.
The next slide shows the Web site’s starting screen.

(Next Slide)

This is the SAIG enrollment site where a school establishes or edits their school’s access to FAA Access to CPS Online.

(Next Slide)

This slide shows the regulatory changes that the Return to Title IV Funds calculation has gone through recently.

The most important item to remember from this slide is that R2T4 on the Web software is always being updated to include the most recent legislation or regulatory changes.

To find out more about the legislation or regulations listed on this slide, you'll go to the Web site ifap.ed.gov. That’s I-F-A-P dot E-D dot G-O-V and look up R2T4 on the Web Frequently Asked Questions.

(Next Slide)

Schools may use the R2T4 on the Web software to process the calculation for students who withdrew at any time from your institution. However, at one time the Department of Education did provide a software download that schools could use to calculate the Return of Title IV for a student.

This software is out of date now and should not be used for any student that withdrew from your institution on or after July 1, 2006. Continuing to use this software will result in incorrect calculations and may put your school at risk of liabilities from having calculated it using old rules.

(Next Slide)

Access to R2T4 on the Web is available through FAA Access to CPS Online. You may use the link that is shown on the overhead or connect to it through EDExpress.

You will need to have access to it as shown in the first few slides by enrolling for it. Please note that the process for getting a PIN or a PIN number has changed on May 15, 2009. For information about the PIN process change, please see the electronic announcement dated April 6, 2009 as shown on the slide.

From the FAA main menu in FAA Access to CPS Online, you will select Return to Title IV Funds on the Web and then enter your TG Number and Federal School Code.

(Next Slide)

This presentation recording will use a few keys to assist you in following along.

Red arrows indicate where we would click if we were in the live software. Blue arrows will show a particular item that we will want to call to attention. For example, if we indicate that we’re going to click on the Next Slide button, it will be designated by a red arrow.

(Next Slide)

The main R2T4 on the Web screen includes four parts, the top, left and bottom navigation and the Help link. We will see these on the next several slides as we introduce the software.

(Next Slide)

After you've logged into FAA Access to CPS Online, you’re ready to click on the R2T4 on the Web software that’s part of the FAA access Suite in the lower left part of the screen.

(Next Slide)

You'll need to enter your TG Number and School Code and click on the Next, on Next, the Next button to proceed.

(Next Slide)

This is the R2T4 main page, and it can be thought of as having four parts, the top navigation area, the left navigation area, the Help links and the bottom navigation area.

We’re going to look at each of these areas more in a few minutes. This is what you'll see when you go first into the R2T4 main page.

(Next Slide)

The Home button will take you to the R2T4 main page that we viewed on the previous slide.

The Help button will open the Help Table of Contents as shown on the lower left of the screen. The FAQ button will open up the most frequently asked questions.

The FAQs also include what changes have occurred to R2T4 as a result of the recent legislation or regulations. If you have a moment when you’re working through this software, be sure to read through the frequently asked questions.

(Next Slide)

The left navigation bar is where most of this training will focus, and we will get into each of the different items here as we continue our tour of R2T4 on the Web.

(Next Slide)

The Help link shown here by the orange oval is similar to most other Web sites where items in this color of blue are hyperlinks that either links to specific actions or in this case provides help topics.

Everything from what is R2T4 to how you would find a student record. The help topics are organized in three different main areas, Before You Start, Using R2T4 and Follow Up.

Before You Start explains the basics of the R2T4 calculation and determining withdrawal information. Using R2T4 help topics cover how to set up the specifics to be able to actually create records and then perform the actual calculation using the R2T4 on the Web software.

The last area is the Follow Up help links. That includes assistance in notifying the student about their responsibilities of withdrawing as well as helping the school to be able to track if the student has repaid any funds owed to the department.

(Next Slide)

Every screen in the R2T4 on the Web software includes bottom navigation, and this screen has only a couple of options on it in the bottom navigation bar.

You will nearly always find Need Help With This Page link for information on exactly what can be done with that particular page. You will usually find a Return to an Earlier Menu or Exit.

If you click on one of the Return or Exit links, be sure to read the warning messages you receive because it may mean you’re exiting an area without saving the work that you've just performed in the software.

(Next Slide)

Before we start looking at the next several screens that are related to the setup, it's important to encourage everyone who views this presentation that you should take some time and document your process related to the Return to Title IV Funds.

Specifically in the areas of institutional charges for the programs at your school, if you want some additional information on what makes up institutional charges, you can find more information in Volume 2 of the Federal Student Aid Handbook in the Institutional Eligibility and Participation Section and in Regulation at 34 CFR 668.22(g)(1)(i) and 34 CFR 668.22(g)(2).

A school calendar profile code identifies the calendar days for one of your school's programs. Instead of repeating entering the same calendar days on each student's record, you will use school calendar profile codes. These codes will tell the system which calendar days apply to the student's program.

You can create a school calendar profile code for each of your school's programs. Each school calendar profile is linked to a set of institutional charges to create a unique set of charges for a particular range of dates.

We recommend that you set up school calendar profiles only as you need them to keep the process as simple as possible.

Return of Title IV Funds on the Web allows you to create up to ten user specified fields to gather and track student data specific to your school but which is not included in the data gathered by the forms on the Return to Title IV Funds on the Web.

Let’s take a look at those screens, and we'll discuss the items on the screens as we see them.

(Next Slide)

The first step in setting up institutional charges is to proceed to that screen.

So we will click on the link for Institutional Charges as indicated by the red arrow on the overhead. Remember the red arrow is only a training tool and won't be in the actual R2T4 software.

(Next Slide)

After you click on the Institutional Charges Screen, the software directs you to the Search for Institutional Charges Screen.

Since we are setting up a new entry for institutional charges, we need to click on the Add, which is denoted by the orange circle by either the hyperlink Add or the Add button at the bottom navigation area.

Before we go on, please note that the institutional charges is underlined in bright yellow-green on the left navigation bar. This is how you'll be able to find out where you are should you get distracted while you’re working in the R2T4 on the Web software.

When we click on the Add button at the bottom navigation, we will be taken to the Update Institutional Charges Information page.

(Next Slide)

In this example we’re going to show how to enter an all purpose R2T4 institutional charge that you can use for every student by entering their specific charges on a student-by-student basis as you complete the necessary screens.

This is a good idea if you have a particular course that may be added or may require additional fees and so on and will be different for students pursuing different courses of study. The first item to enter is the award year.

And you'll do this by clicking on the Down Arrow in the awards year area and selecting the appropriate awards year. We enlarged the Down Arrow box to make it easier to view. We’re going to click on the 2009 year.

The awards year for each school calendar profile is the awards year in which a student withdrew in CC YY format. For example 2008. When entering the awards year, use the letter year of the award cycle.

For example for the 2008-2009 award year, enter 2009. Valid values are from 2000 through 2020.

You want to note that selecting the specific award year value on the R2T4 tab filters the available school calendar profile choices to only those for the award year that you choose. This concludes Part 1 of the R2T4 on the Web Presentation recording.

(Dave):

Welcome to part two of the Return of Title IV Funds on the Web recording.

The next three fields are for identification purposes within the R2T4 on the Web software. You can enter whatever code you choose to designate or name our particular program.

Since this is an overall generic institutional charges code, you will want the code that makes it apparent to you or other users at your campus who might be entering this software.

In our example we are using all 09 as the institutional charges code for all 2009 charges.

A good title will describe the code well, so we have entered all 2009 charges in the program title field.

Next is the program type field. Enter a program type to help you identify the program you're creating. And this is a field you can type in as you choose, so an example might be nursing, forestry, a two year program, whatever for your own reference works well for you.

Since we are making this as the generic institutional charges code, we're going to leave the tuition and fees area blank so you can enter it on each individual student record as you see it and we will see an example of that near the end of part two.

For example, if you're creating a specific institutional charges, you would enter the tuition and fees and any additional items that may be a part of your institutional charges likes supplies or kit rental and so on.

Be sure to tab or use your mouse to select a field after you would enter the last of your tuition and fees to be sure that the total at the bottom of the screen will show the total for what you have entered.

Since we're ready to go to the next setup function, we want to be sure to submit the institutional charges page so that it's saved in the system.

(Next Slide)

This is the page that you'll get after you have clicked on Submit. Notice that there is a link to update this institutional charges information if you should choose to do that.

You will also notice on this page that it gives details of who created this institutional charges entry. It was briefly mentioned earlier that before a school can set up a calendar profile, you must set up an institutional charges profile to tie that school calendar profile to during your setup.

Therefore you must always set up an institutional charges entry before trying to set up a school calendar.

So we're going to click on school calendar to go to our next portion of the setup in this training.

(Next Slide)

Just like with the institutional charges profile setup, the R2T4 on the Web software starts out with a search for school calendar profile. We need to click on the Add link or Add button. Let's use the add link this time instead of the Add button like with the institutional charges section.

(Next Slide)

The award year for each school calendar profile is the award year in which the student withdrew in the CCYY format, for example 2008. When entering the award year, use the latter year of the award cycle. For example 2008/9 would be entered as 2009.

The valid values for this field are year 2000 through 2020. Selecting a specific award year value on the R2T4 tab filters the available school calendar profile choices to only those for the award year you choose.

The school calendar profile code identifies the calendar days for one of your schools programs. Instead of repeatedly entering the same calendar days on each student's record you could use the school calendar profile code which is going to save you time during data entry. These codes will tell the system which calendar days apply to that student's program.

You could create school calendar profile codes for each of your schools programs. These will be based on the credit or clock hours and are associated with an institutional charges code. However you may want to think on this because you may decide that you want to wait until a student withdraws from a particular program before you set up that school calendar profile code.

Consider these few ideas when you name your school calendar profile codes and these are just examples as you could create your codes that would work well for you, for instance if your school has monthly starts, you would choose maybe the first three letters of the month and then a three digit identifier after that.

For example August 001 could be for all of your day program starts. August 002 or Aug 002 would be the start for all of your August evening programs and so on.

We're going to enter Fall 08 into the school calendar profile codes field. The school calendar profile title is the title that's going to help you identify this calendar when you're working in the software.

Be as specific as you can to designate the calendar. You have 50 characters to work with here for the title, except a few special characters like semicolons and quotation marks and so on.   Since this represents fall 2008, let's name it fall 2008.

Next is the institutional charges code field. If you know your institutional charges code, you can enter it or you can click the institutional charges button to view a list from which you can select. If you've already selected an award year, the list of institutional charges code shows only the codes associated with that award year.

If the award year field is left blank the list will display all of the institutional charges codes for all years that you've set up previously. Since we had entered the 2009 award year already, the only entry that comes up is all 09 institutional charges code. So it’s there to select, so we would select that by clicking on it and it's going to be entered into the institutional charges code field. The next slide shows what this looks like with those fields completed.

(Next Slide)

This screen shows the first four items completed and for now we're going to talk about the next five items on the school calendar profile screen; program hour type, calculations of the Return of Title IV based on either payment periods or pay periods of enrollment, payment period start date, payment period end date, and total clock hours in the period selected.

The program hour type is the category of the program in which the student is enrolled for instance credit hour standard, credit hour non-standard, non-term, or clock hour.

In our example, we're going to use credit hour standard. Calculations based on the return of Title IV funds are wanting to know whether you'll be using the payment period or the period of enrollment. If you choose clock hour program you must enter the period on which to base the calculation.

Clock hour programs may use either the payment period or the period of enrollment. If you set up program institutional charges for the full period of enrollment, then you must set up the school calendar profile accordingly. This condition also applies if you set up charges for the payment period.

For students who withdraw from standard term base, like semesters, trimesters or quarters educational programs, the treatment of the Title IV funds must be determined a payment period basis.

For students who withdraw from non-standard term base or non-term base educational programs, the treatment of Title IV funds will be determined on the basis of either the payment period or the period of enrollment.

The choice will be made by your school on a program by program basis unless specified by law or regulation.

In this example we're going to select payment period. The payment period and start date field is for credit hour programs. This date is used to determine the number of days in the payment period. If your school is a credit hour school you must enter the start date of the payment period or the period of enrollment in this field.

This is the beginning date of the semester or quarter and so on. For clock hour programs this date is used to determine if there is a R2T4 situation or if the student even established eligibility for Title IV disbursement.

If your school is a clock hour school, you must enter the start date of the payment period or the period of enrollment in this field.

Our payment period start date is September 13, 2008, so we would enter it as 09132008 following the format specified in the software and shown on the screen.

Payment period end date for credit hour programs, this is the date you're going to use to determine the number of days in the payment period or rather the software's going to use. If your school is a credit hour school, you must enter the end date of the payment period or period of enrollment in this field.

This is the ending date of the semester or quarter or so on. Our payment period end date is December 31, 2008 so we will need to enter is as 12312008.

Total clock hours in the period selected. Use this field if you're entering a profile for the clock hour programs. You would the total clock hours for a payment period or a period of enrollment defined by the school calendar profile. Since we are entering a credit hour example, I'm going to leave total clock hours and the period selected as blank.

Let's take a look at the next slide and see what it looks like with these fields populated.

(Next Slide)

This is the screen where the items we just entered are located but there are more entries below this so we're going to need to scroll down and fill in those entries, like the scheduled break days. Because if we have scheduled break days in our payment period we would need to include those. Let's look at that on the next slide

(Next Slide)

The scheduled break day fields are enabled only for credit hour profiles. The fields are disabled for clock hour profiles. If your program uses credit hours, you would use these fields to define scheduled break for five or more consecutive days, like the Thanksgiving holiday or Spring Break.

Breaks of five or more consecutive days are excluded from the total number of days in the payment period or period of enrollment and the number of days completed. You can create several scheduled breaks for each school calendar profile depending upon the scheduled breaks your school has.

Any break scheduled for fewer than five days, if you enter it in the software, will not be saved.

Scheduled break days are excluded from the completed days calculation only if the students withdraw date occurred after the schools regularly scheduled break.

Weekend days count as break days when the Friday before and the Monday after are break days, for example a break that begins on Thursday and classes resume on the following Tuesday, would count as a five consecutive day break.

Also the dates you enter in these fields count as break dates. The best example I've ever heard is if the school gives time off for a Thanksgiving holiday starting on Thursday of Thanksgiving through that next Sunday when no classes are offered by the school. Thursday is day one, Friday is day two, Saturday is day three, and Sunday is day four, so this isn't a five consecutive day break.

On the other side of that scenario is if the school started their break on a Wednesday through Sunday. Therefore that would be five consecutive days and will be saved by the software and excluded when you count dates.

This example that we're showing does have one break during the semester and it occurs from October 1 to October 10, so it's definitely more than five days. Don't forget we have to enter it in the date format the software uses of MMDDCCYY with no hyphens or slashes in it. You can see on the screen we've entered that in the software.

Now we've completed the school calendar profile we're going to use for our scenario. We would click on the submit button in the lower right hand corner as shown by the red arrow.

(Next Slide)

This screen shows the school calendar profile we just added to the R2T4 on the Web software. If you would need to change any information, you could click on the update link or the update button. Something that is very important to remember; that right now we can update both the institutional charges and the school calendar.

If we apply either of these to a student record they can't be altered or deleted without removing them from the student's record and then altering them and reapplying them. So keep in mind that if you have applied these profiles to several students that process will have to be done for each of them.

This is why pre-planning out these time frames and entering these profiles and codes is so important.

The next item in the setup is optional. It is the user specified field setup. If we click on the user specified field on the left navigation bar we will go through an example of how to set up this function of the R2T4 on the Web software.

(Next Slide)

Return of Title IV Funds on the Web allows you to create up to 10 user specified fields to gather and track student data specific to your school but which is not included in the data gathered by the forms on the R2T4 on the Web software.

These fields can collect data in string, text, numeric, date or Boolean format which is a yes or no format. After you define them in setup, user specified fields are available for entry on the user data tab for every student that you create in the R2T4 on the Web software. These fields do become a part of the student records that you enter and are for your use only.

So to create a user specified field, first we would click on user specified fields on the R2T4 menu on the left side of the screen, next you would click the adjacent cell in the type column and click the down arrow to select the field type, either date, numeric, a text known as a string field, or a yes, no field.

The number of characters for the user specified field you are creating is set automatically when you select the field type, then you would click on the add button.

Just so you know, date fields are set to 8, numeric fields are set to 10, yes no field types are set to 1 and the string or text fields are set to 40.

The third step is that you would click on the cell directly to the right of that and that would be the description column. You would type a description for that particular field. This description is the field name that will appear on the student's user data tab.

And lastly we would click on add to save our changes. To remove a user specified field from setup and from student records, you would click on the delete button as you can see on the right hand side for fields you've already created.

Remember if you do choose to delete a field, it will delete not just that field for one particular student. It will delete all of those fields for every student.

In our scenario we've already added the yes no question where we would click on the yes no field type in the software and it will automatically assign the field length of one. Then we type in the description column because we want to determine whether the student withdrawing is an athlete or not.

Once we have created a student record, you'll be able to enter data into these fields for your own tracking purposes.

(Next Slide)

The functions showing on this slide are what we will be covering next. This is how to actually work with the student data records and process an R2T4 for a student who does withdraw. Hey, let's get started and create a new record for a student.

(Next Slide)

To create a new student record in the Return of Title IV Funds on the Web, first we would click on Create New Record on the R2T4 menu.

Then we would enter the student's social security number. In our example it's 111-22-3333, then we would click on Submit.

Remember, you can't change the social security number after you proceed past this initial entry screen, so double check and verify the number you've entered is correct for this student before you click on the submit button.

After you've clicked submit the demographic tabs of the R2T4 record appears. This demographic tab is where you begin to provide information on the student record you're creating including the student name, permanent local address data.

Completing and submitting data on the demographics tab will allow you to access the other R2T4 entry tabs and they may only become available as they are needed in the software.

So before you create a new student record in R2T4 on the Web you must create at least one institutional charges code and at least one school calendar profile code for you to assign to that particular student as you create their record.

(Next Slide)

This is the R2T4 funds demographic tab. Most of these fields like name, date of birth, et cetera, that's what you'll find on this particular tab. I do want to point a couple of fields, the school cross-reference field and the student ID field.

The school cross-reference field and the student ID field are provided for your tracking use only. In case your institution uses a code that is not the student's social security number, you can enter that here and it was provided in the software for you to be able to have a cross-reference to work with your institutional systems.

Remember, Social Security number and name are the only fields that are required to use the R2T4 on the Web software functionality.

Once you've entered the data you choose to enter, you would then scroll down to the bottom of the page and click on submit.

(Next Slide)

The Return of Title IV funds Web software works similar to the EDExpress and FFA access to CPS online software suite in that it uses tabs to navigate between the different screens.

You can see the tabs on the screen here. They are overview, demographics, R2T4 Post Withdrawal, notes and user data.

The overview tab is a general overview of the data that has currently been entered for this student.

We've already visited the demographics tab on the previous screen and it's where we enter the general information about the student.

The R2T4 tab is where we will be working most of this training and this is the place where we will enter the withdrawal information and then we're going to let the software calculate the Return of Title IV Funds calculation.

The other tabs you see are the Post Withdrawal tab, the notes tab and the user data tabs. And those will only become available after you enter more information in the software.

The Post Withdrawal tab only becomes available if the student is due to receive a post withdrawal disbursement.

The notes tab is where you would write individual notes about this particular student's withdrawal if you feel that your files would be benefited by having those notes included.

So let's go back out to the find existing records screen from the left navigation bar as though we already had this student entered. So now we can fill in the necessary data and see the software at work.

(Next Slide)

From the main screen, I entered the first three digits of the social security number and then we would click Search. You are required to enter all the digits of the SSN, however our data setup only has one student. If you have several students whose social security numbers start with the same three digits, this might not be a practical approach.

The bottom of the screen is the student search results. You can see that we only have one student so far in our R2T4 on the Web software, so we would click on that student, Pat Doe. We only need to click on the hyper link and the SSN column to open Pat's record. Let's do that and continue with our adventure into the R2T4 software training.

(Next Slide)

Once we've selected the student social security number, it brought us to the overview tab and it is empty because we haven't populated any data for Pat yet. Well Pat did withdraw and the school is required to calculate an R2T4.

This is a good point to remind those of you listening to this recording that if a student was eligible to receive Title IV funds and they attend class for even one day, then an R2T4 calculation must be performed. So we would need to click on the Add R2T4 record to enter data into the software for our friend Pat who has withdrawn.

(Next Slide)

Now we're ready to actually start entering data. We want to enter the award year as 2009, then we can enter the school calendar profile we created or we can click on the calendar profile button.

The calendar profile list is expanded in the top center of the screen and you would be able to pick from our school code of 001002 for the calendars we've entered. We're going to click on the 2009 hyper link on the left of that box. To enter, insert it into the R2T4 entry screen.

Lastly is the withdrawal date. We want to be sure to enter the date the student actually withdrew. For more information on how to determine the withdrawal date, please refer to the Federal Student Aid Handbook, Volume 5, Chapter 2. We've entered Pat's withdrawal date as September 22, 2008 as 09222008.

Now we are ready to click on the next button in the lower right corner to proceed with the entry for Pat's withdrawal from our school.

(Next Slide)

If you are familiar with the Return of Title IV Funds paper worksheet then you know that there are ten steps and we would have to populate the software with the same information you would need to fill in on the paper worksheet.

The advantages is the software will do all of those comparisons and calculations for you.

I have already entered the award year, school calendar and the answer to the question is our school required to take attendance.

In our scenario, our school is not required to take attendance by an outside entity so I answered it no. Remember an outside entity may require the entire school, specific student groups or even for a specific student and then for that group or that student, your school would be required to take attendance.

For more information on how to know if your school is required to take attendance, take a look at Volume 5 of the Federal Student Aid Handbook, Chapter 2.

Pat contacted the admissions office as indicated by our school's student Web site to begin the official withdrawal process. So we need to select the first choice or 1- begin official withdrawal.

Take a moment and look at the other options on this screen for the other options that you could enter should the student have withdrawn using one of the other scenarios. If you need to, hit pause on the recording at this time.

You may proceed when you're ready.

Now let's take a look at this screen completed on the next slide.

(Next Slide)

The next field to be completed is the grade level field. This is an optional field for your own tracking purposes. After that is leave of absence days field. This student didn't have any leave of absence fields to be entered or any leave of absence data to be entered, therefore we're going to leave it blank.

The next two fields are very important in the R2T4 calculation because there are regulatory deadlines by which all schools are required to complete certain parts of the R2T4 calculation. These dates will drive those deadlines and reminders within the software.

Next is the date the form was completed field. This is the date you're completing the entry of this form on R2T4 on the Web. It may different than your date of determination and also different from the date the student withdrew.

We've entered today's date into the software. Please remember that this is a training scenario of R2T4 on the Web and you would be doing this in a much more timely manner than is shown in this training because remember you have 30 days to complete the Return of Title IV Funds calculation and 45 days to return any funds owed to the Department of Ed or the lender from your date of determination.

The date of determination is what drives the R2T4 on the Web calculation. Let's take a look at that. The date of the school's determination of the student withdrew is the date your school actually made the determination that that student had withdrawn from your institution.

We entered the date the school became aware of the withdrawal, which was October 5, 2008 and it was entered in the software as we've seen before as 10052008.

(Next Slide)

The next items to be entered are the amount of aid that was disbursed and the amount of aid that could have been disbursed to Pat. In our example, Pat received disbursements of Pell for $950, National Smart Grant for $1000, Teach Grant for $1000.

Notice box A on the screen, total grant day disbursed for $2950, and box C the total grant day that could have been disbursed with a total aid of zero. The next part of Pat's aid package was the loan. Pat received the disbursement of the unsubsidized Stafford loan for $1100 and due to a processing issue at our institution, Pat had not yet received the disbursement for the subsidized loan. So the $1100 would be entered in the net amount that could have been disbursed.

Notice at the very bottom of this screen is the box B. It is the total net loan aid disbursed of $1100.

Let's go to the next screen and see what we would find if we continued to scroll down this particular screen in the R2T4 on the Web software. And let's start entering data in step one.

(Next Slide)

Next is box D. Just like on the worksheet, the paper worksheet, these boxes would have had to have been calculated by hand. Using the R2T4 on the Web software, it's calculated for you and populated for you.

Box D contains the total net loan aid that could have been disbursed of $1100.

Box E adds boxes A, from the previous screen, and box B together for a grand total of $4050, that was Title IV aid that was disbursed.

Next is adding the total of the Title IV grants aid in box A to the Title IV grants aid that could have been disbursed from box C. So the total for this is in box F and it is $2950.

Box G is a grand total of Title IV aid disbursed plus the Title IV aid that could have been disbursed, it will be showing as box A, B, C and D all added together for the amount of $5150.

This screen ends with step 2 calculating the percentage of Title IV aid earned. Let's discuss that on the next slide.

(Next Slide)

We have now completed step 1 of the calculation and now we are already on to step 2 and we'll see a few pieces of step 5.

We started this process a few slides ago with the withdrawal date so we don't have to enter it again. The next item is the hours scheduled to complete and this box applies if your school is using clock hours for you students.

This would be instrumental in completing the clock hour calculation. The calculation has to determine the percentage of time the student spent attending class. The calculation was changed with recent legislation. For now you use the scheduled hours to complete in the clock hour calculation.

Step 5 is where we'll enter the institutional charges for the student. Thinking back to when we created the institutional charges, remember we didn't enter any charges in so we'll need to enter those charges by clicking on the charges button.

The institutional charges entry box then would open on the right hand side where you can enter the charges for Pat. Pat had tuition fees for $1000, room for $500 and a lab fee for $500. Once we enter them into the institutional charges box we will click on the submit button for the institutional charges box and that $2000 from the institutional charges box would be completed in box L as you see on your screen.

Now we need to click on the submit button that is part of the main screen at the bottom of the screen showing as by the larger of the two red arrows. We have completed this screen and therefore are ready to submit the calculation to be performed.

After clicking on the large red arrow, you will be taken to a summary screen. We're going to skip the summary screen so we can focus on the next several slides where it will show the actual calculation steps in both part 2 and in part 3.

(Next Slide)

Step 2 of the Return of Title IV Funds calculation is about the percentage of Title IV aid earned. This is a very important concept in the Return of Title IV Funds calculation.

The system counts the total number of days in the period for which the return is being calculated then it takes the number of days actually completed by the student being able to calculate the percentage of the payment period that the student has completed.

In the case of this student, it was 10 percent. You may notice that September 13 to December 31 isn't exactly 100 days but remember we had a scheduled break of 9 days. The software knew about it because we had set it up, so those nine days were excluded from the count.

Then box H would be 10 percent of that time period or it may show on the screen as .10, the decimal version of 10 percent.

This concludes part two of the R2T4 on the Web presentation recording.

(Mike): Welcome to Part 3 of the R2T4 on the Web recording.

Step 3 puts that percentage that Box H just determined into action. By taking the percentage we just got in Box H of 10% and multiplying it by the total Title IV Aid from Box G of $5150, would get the amount of Title IV Aid earned in Box I of $515 by Pat.

Next is Step 4 where we begin to figure out just how much of the student's aid has to be disbursed to the student or returned to the source.

If you are following along on the paper worksheets that were completed by R2T4 software and were available for download as part of this training, the software, just like the worksheet, checks some math.

And since the calculation would result in a negative number of $515 or $4050, the result is to go to Box K and do that part of the calculation. Since Box J would be a negative number, that means there will be no post withdrawal disbursement of funds to the student. However, if Box K is labeled there will be Title IV Funds that need to be returned. So, we will once again take Box E of $4050 and subtract the $515 of Box I. This will give us the Title IV Aid to be returned of $3535.

Lets continue with the results of the calculation and walk through the next steps.

(Next Slide)

Step 5 calculates the opposite of Step 2, the amount of unearned Title IV Aid due from the school. Box L is the total of the institutional charges, $2000. Box M calculates the percentage of unearned aid for 90%. Box N determines the amount of the unearned charges by multiplying the total institutional charges of $2000 by 90% from Box M to get $1800.

The next part of Step 5 is Box O when the software looks at difference - at the difference between Box L and Box O. Since Box O is the lesser amount than the amount from Box N, is the amount the school has to return.

The next step in the calculation is to determine what amounts must be returned to what Title IV program sources. Lets take a look at the software's determination of Step 6.

(Next Slide)

Step 6 provides the order of funds to be returned. It starts by returning loans before grants to benefit the student the most. As you can see, the unsubsidized amount is included as part of the total from Box O of $1800. The subsidized amount can't be included as money to be returned because it was never disbursed. You may need to cancel the fall 08' disbursement or that loan all together. The calculation yielded that our school would need to return the total amount disbursed to the lender of $1100 and $700 will need to go back to the Pell Grant program. The Department of Ed recommends that use the G5 system to return the funds to the appropriate department source to ensure proper returns of those funds.

(Next Slide)

Now it's time to determine if the student has to return any of the Title IV Funds that Pat received.

Step 7 starts the process of figuring out the initial amount of unearned Title IV Aid due from the student. This is done by using the amount from Box K of $3535 and subtracting the amount the school has to return from Box O of $1800 to receive $1735.

Let's go to Step 8 that is shown at the bottom half of this slide.

Step 8 explains that if the student is required to repay loan funds that the school hasn't - isn't responsible for repaying, then it would be repaid to the loan holders according to the terms of the borrowers promissory note. That would be Box B minus Box P or $1100 minus $1100. So the total in Box R for the student to repay is $0, because the student doesn't have to repay loans they never received. In case you were wondering about the $1,735 from Box Q in Step 7. That number includes the total loans that were disbursed and could have been disbursed.

(Next Slide)

Remember the outcome of the software process is exactly the same as if you put the numbers in the worksheet and had done this by hand with your calculator. Step 9 is next. This is where the calculation determines the amount of grant funds to be returned.

Box S is the first piece of Step 9. The software calculates Box Q minus Box R which was the amount of the loans a student has to return. That yields the same as the amount of unearned title for aid from Box Q which is the total title for aid minus the loans or the total grant aid of $1,735.

AS a result of the Higher Education Reconciliation Act of 2005, also known as HERA, the calculation protects 50% of the students grant money from needing to be returned by the student.

Let's take a look at it in Box T. The total amount of Title IV received from Box F was $2,950. So the calculation multiplies that by 50% to equal $1,475. Next is to determine the amount of Title IV grant funds to be returned by the student. The software calculated $1,735 from Box S minus the $1,475 from Box T with a total to be returned by the student of $260.

Step 10, to finish this calculation for Pat by determining how much the student has to pay. Step 10 indicates totals of $250 to go back to the PELL grant program and $10 to go to the SMART grant program. The $250 is the amount left after the school returns their $700 to the PELL grant program back in Step

6. So there is only $250 remaining of the PELL grant program amount that was disbursed.

The student needs to pay the $250 to the PELL grant program. There are a few different ways that the student can do this and they are explained in Volume 5 of the Federal Student Handbook. Lastly, is the $10 to be returned to the SMART grant program HERA Changed the amount that the student is not required to be paid back due to a de minimus charge of $50. Therefore the student wouldn't have to repay the $10 to the SMART grant program.

The last thing on this Slide that we need to cover is the ability to update the R2T4 data elements by clicking on the Update button. Deleting their record completely or deleting the record completely by clicking on the Delete button. You can also as well add another R2T4 record if the student comes to your school again and then withdraws again.

View Printable Page is in the lower right corner will allow you to look at the calculation results in the form of a paper worksheet with all the amounts that you have just walk, we have just walked through filled in very neatly and nicely.

This can be printed from the next screen and put in the students file or it can be saved electronically. Now let's take a look at that screen.

(Next Slide)

If you want to print this screen, click on the Printer Icon in the upper left hand corner or if you want to save it you can click on the Icon that looks like a diskette.

Now, the next part is something that we mentioned back in the beginning and it was what the overview screen would look like with data on it. Let's go back and check that out.

(Next Slide)

You can see that we are on Pat Doe's record and then there is an R2T4 in the lower portion of the screen. Let's click on the Notes Tab to denote--that's denoted by the Red Arrow.

(Next Slide)

This is where you are able to enter notes about the student's situation or how the calculation was done. The software also captures which user entered the note and when.

Once you type in a note, just click on Add Note and it will be added to the student's record. We also set up a user define field and we need to enter data into them for Pat. Let's click on User Data Tab as denoted by the Red Arrow.

(Next Slide)

On the User Data Tab you can see the entries that we made and where it collected the data the school deemed as important. So it was entered and saved by the system once we click on the Submit Button.

(Next Slide)

Let's look at another student to find out how post withdrawal disbursements would be different.

(Next Slide)

For post withdrawal disbursements the data is essentially the same in this scenario except that none of the Title IV funds had been disbursed when the student withdrew, therefore in Step 4 Box I the amount of aid the student earned would have been more then Box E, the Title IV Grant Aid disbursed

For the calculation result in the student being due a post withdrawal disbursement. Because of this, it makes the post withdrawal disbursement Tab available. Let's take a look at it. We would scroll all the way back to the top of the page and click on Post Withdrawal disbursement.

(Next Slide)

This student left the school Drop/Add period so it is the school’s policy to eliminate all charges the student would have owed. So we've entered 0.00 in row II of the Post Withdrawal disbursement Worksheet.

The next Slide shows if we scroll down we can see the next steps of the Post Withdrawal disbursement.

(Next Slide)

The next part of the form shows how the money would need to be allocated. The aid is always disbursed in a Post Withdrawal disbursement to disburse the funds from the grant first and the loans last.

You can see that this Slide that you could be posted any amount that was credited to the student’s account with your school, then let the software calculate the amount that would need to be disbursed after settling those institutional charges.

(Next Slide)

This is screen Section 5 that tells us the timing we have entered. We are able to enter the dates here according to the regulations and when the student needs to respond because the dates that you complete the Post Withdrawal disbursement and the date that you completed the calculation might not be the same.

Remember that you are required to give students and parents 14 days to respond to your notification.

(Next Slide)

Here you can see the last section of the Post Withdrawal disbursements Tab, Section 6.

This will be filled in only when you have sent the funds to the student and whether the account was settled. Of course to save it to the system you would click on the Submit Button.

(Next Slide)

The next few Slides will explain the remaining functions of R2T4 on the Web Record status tracking, Reports, and finally Data Export.

(Next Slide)

All of these functions are accessible in the Student Records Status choice from the left Navigation Menu. Since these tracking functions are optional, we strongly encourage you to evaluation software and see if the system you already have meets your needs or if you would like to use R2T4's built in tracking functions.

Remember that this data may not export to a format in your computer system that would be able to use without modification. The notification tracking status Page of Return of Title for Funds on the Web shows a statistical overview of outstanding R2T4 student records and their notification and repayment statuses. Click Student Record Status on the R2T4 Menu to access the Notification Tracking Status Page.

You can click View next to each status information row to view more detail information about the student in the selected status group or make updates to the records. Please take a moment to look over these items and decide if you want to investigate using these tracking functions.

R2T4 on the Web software also includes reports. And the ability to export data from it to other systems.

(Next Slide)

There are several reports available as part of the software and are available to you for you to use. The first report is Student Listing. This report is a list of the student records in your data by withdrawal date, withdrawal reason, the last name and Social Security Number. You must enter the withdrawal start date and withdrawal end date to run this report.

The next report is Student Notification. The return of Title IV funds on the Web includes a quick view of students who have not been notified to return Title IV funds. These are students who Title IV funds in Step 8 Box K of the R2T4 Tab are greater than 0. You can enter or change the date the student was notified but the rest of the fields are display only.

The next two reports are Student Repayment Arraignments Not Completed and Completed. These are reports that reflect if you have entered whether the student has made satisfactory repayment arrangements with your school.

Another Tab that you might helpful is the school's portion of the R2T4 To Be Returned report. Return of Title for the funds on the Web includes a quick view of students for whom the school must return an unearned portion of the Title IV funds. These funds must be returned to the appropriate sources as soon as possible but no later then 45 days after the date the school determined that the student withdrew.

Something that we are sure you want to track is whether the student has a Post Withdrawal disbursement and you have a report for that. And that can be done in the students Post Withdrawal disbursement report. Return of Title for funds on the Web includes a quick view of student with Post Withdrawal disbursements of loans and/or grant funds at a complete or incomplete status.

The last report to be offered as part of the R2T4 on the Web is the Student Records Referred to the Department of Education report. Return of Title IV funds on the Web includes a quick view of students referred to the Department of Education. Students appear on this Screen and report if their repayment arrangements type is 3, 4, 5 or if it is blank and more then 45 days have elapsed since the school notified him or her that a return of Title IV funds was required.

Now, let’s look at the last function of R2T4 software in this training, Data Exports.

(Next Slide)

In the Data Export function as the last choice on the Navigation Tab on the left, you can see the options available when you click on this choice. The first is to export into a comma-delimited text file that can be imported into the software of your choice and a format that is described in the Help Section.

Use this portion to save the data on the Website to coma delimited ASCII format. “Comma-delimited” means that return of Title IV funds on the Web inserts a comma after each field. If you just want to browse the data that you have entered into the R2T4 on the Web software, you would click on the Browse Data Link to view your R2T4 user data by student from within your internet browser.

(Next Slide)

If you have difficulties using this software please call CPS SAIG Technical Support Team at 1-800-330-5947 or contact them by email at cpssaig@ed.gov. They are very well suited to help you set up the software and to also use the various functions that are available to you.

Thank you for viewing this recording. If you want more information on Return of Title IV Funds, please view the Return of Title IV Funds Overview Recording. If you have more questions about the Return of Title IV Funds calculation please review from Volume 5 of the Federal Aid Handbook which is available in the Information for Financial Aide Professional Website at ifap.ed.gov.

This concludes the Return of Title IV Funds on the Web Software Presentation Recording.