

R2T4 Calculation Policy

The College is required by federal statute to recalculate federal financial aid eligibility for students who withdraw Officially or Unofficially. The federal Title IV financial aid programs must be recalculated in each of these situations to determine the amount of aid earned by the student.

Confirmation of Attendance Process

Nassau Community College is not required to take attendance. However, in order to comply with federal regulations for Title IV Federal Student Aid, the College implemented a “confirmation of attendance” process in 2003. Twice each semester faculty must confirm students’ attendance.

- The 1st attendance roster is completed after the add/drop period has ended and serves to confirm that students have/have not actually attended each class at least once.
- The 2nd attendance roster is completed during the week following the 60.01% of the semester, confirming the student is still in attendance. The result of these attendance rosters are uploaded into our financial aid module and integrated into the disbursement process.

"Academic attendance" and "attendance at an academically-related activity" include, but are not limited to:

Academic assignment submission

- Taking an exam, interactive tutorial, or a computer-based instruction
- Attending a school-assigned study group
- Participating in an online discussion that is academically-related
- Interacting online with faculty about subject matter or to ask course-related questions

An academically-related activity DOES NOT include:

- Logging into an online course without active participation
- Participating in academic counseling or advisement

Establishing Dates for Official and Unofficial Withdrawals

Official Withdrawal is done by the Registrar and recorded in the system through the formal withdrawal process and student initiated action. The date a student withdraws officially, is the date used to determine the amount of aid earned by the student. Students that are reported as not attending any classes at the time of the 2nd attendance confirmation and have not officially withdrawn at the Registrar’s Office, are considered to have unofficially withdrawn. A student that unofficially withdraws and receives a UW grade is assumed 50% attended in the payment period. We further review all students with no successful grades to determine whether there was evidence of academic activity. If none found, aid is adjusted appropriately.

Refunds of Tuition and Fees

In order to receive a refund of paid tuition and fees, all students who wish to withdraw from a course must either drop the course online or submit a Drop/Add form to the Registrar’s Office. Once processed, Nassau Community College is authorized to calculate the student's tuition liability and applicable refund per the appropriate academic study schedule shown below:

Liability	Semester	Min/Summer Session
• Prior to the First Day	0%	0%
• *During 1 st Week	25%	75%
• During Second Week	50%	100%
• During Third Week	75%	100%
• After 3 rd Week	100%	100%

*** The first week of the semester shall be deemed to start with the first calendar day of the College semester, and shall end on the 7th calendar day of the semester.**

The College shall grant a full refund of tuition and refundable fees to any student:

1. Whose course has been canceled by the College, or
2. Who is unable to complete any course because during the semester the student:

- a. Returns to Federal military service, or
- b. Enlists and reports to Federal military service, or
- c. Receives a change of student status through action of the Academic Standing Committee.

A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.

Order of Title IV Fund Adjustments

The College utilizes the withdrawal date to determine the percentage of aid earned by dividing the number of days attended in the payment period or period of enrollment by the total number of days scheduled in the payment period or period of enrollment. A student has earned 100% of eligible aid if they attend beyond the 60.01% point in time of a course or program. Financial aid programs are adjusted accordingly based on earned aid and funds are returned to the appropriate programs. Awards are adjusted in the following sequence:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
5. Federal Direct PLUS
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)

Performing a R2T4 Calculation

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or period of enrollment completed = the number of calendar days completed up to the withdrawal date divided by the total calendar days in the payment period or period of enrollment. Any break schedule greater than five days is not counted as part of the total days in the payment period or period of enrollment. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Unearned Title IV Aid = 100% of scheduled aid (disbursed or that could have been disbursed) minus earned aid.

If a student earned less aid than was disbursed, the College and student if applicable, would be required to return a portion of the funds to the Title IV program of origin. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the College, particularly if the student received a refund from the proceeds of aid received in excess of institutional charges.

Post-Withdrawal Disbursement of Title IV Grant Funds

The College may credit a student's account with a post-withdrawal disbursement of Title IV grant funds without the student's permission for current charges up to the amount of outstanding charges.

The College must obtain a student's authorization to credit his or her account with Title IV grant funds for charges other than current charges for tuition and fees. The College is permitted to use a student's or parent's authorization for crediting the student's account for educationally related expenses that the College obtained prior to the student's withdrawal date so long as that authorization meets the cash management requirements for student or parent authorizations. The authorization to retain funds and credit the student's account is collected by and maintained in the Office of Student Financial Affairs. If the College did not obtain authorization prior to the student's withdrawal, the College would have to obtain authorization in accordance with the cash management requirements before the College could credit the student's account for other current charges or for educationally related activities.

The College must return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of Determination of the student's withdrawal.

The College must credit the student's account with the post-withdrawal disbursement of Title IV Grant funds for current charges within 180 days of the date of determination.

The College must disburse any amount of an eligible post-withdrawal disbursement of grant funds to the student that is not credited to the student's account. Moreover, the College must make the disbursement as soon as possible but no later than 45 days after the date of the College's determination that the student withdrew.

Post-Withdrawal Disbursement of Title IV Loan Funds

The College must notify a student for a Direct Loan, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of a College's determination that a student has withdrawn. The college can also impose a deadline for the response requirement from the student. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes the College to make.

The notice must identify the type and amount of the loan funds it wishes to credit to the student's account or disburse directly to the student or parent, explain that a student, or parent for a Direct Parent PLUS Loan, may accept or decline all or a portion of the funds. The notice must also explain to the student, or parent for a Direct Parent PLUS Loan, the obligation to repay the loan funds whether they are disbursed to the student's account or directly to the borrower.

The notice must also make clear that a student, or parent for a Direct Parent PLUS Loan, may not receive as a direct disbursement loan funds that the College wishes to credit to the student's account unless the College agrees to do so. If the student, or parent for a Direct Parent PLUS Loan, does not wish to accept some or all of the loan funds that the College wishes to credit to the student's account, the College must not disburse those funds.

In the information the College provides to a student when the College informs the student that he or she is due a post-withdrawal disbursement of loan funds, the College should include information about the advantages of keeping loan debt to a minimum. If a post-withdrawal disbursement includes loan proceeds, unless the recipient needs the funds to pay educational costs, the College might want to suggest that the student cancel the loan. With a student's permission, Title IV grant funds due a student in a post-withdrawal disbursement can be used to pay down a Title IV loan, thereby reducing any post-withdrawal disbursement made directly to the student.

If a student or parent submits a timely response accepting all or a portion of a post-withdrawal disbursement, per the student's or parent's instructions, the school must disburse the loan funds within 180 days of the date of the institution's determination that the student withdrew. If authorization from a student (or parent for a Direct PLUS Loan) is received after the deadline and the school chooses not to make a post-withdrawal disbursement of loan funds, the school must notify the student (or parent) that the post-withdrawal disbursement will not be made and why. This notification must be made in writing. The College must document the result of the notification process and the final determination made concerning the disbursement and maintain that documentation in the student's file.

Time Frame for Return of Title IV Funds

Federal Title IV aid must be returned within the time frames listed below to remain compliant with the applicable regulations:

45 Days from the Date of Determination to return the following Title IV Funds:

- Pell
- SEOG
- Direct Loans