



Policy Governing: Return of Title IV Funds (R2T4)

Date of last revision: December 1, 2021

Federal Student Aid regulations require a Return of Title IV Funds calculation to be performed for all students who do a withdrawal from all classes prior to the end of the payment period or who have not successfully completed all courses for the payment period (ie: all failing grades). The University of Providence has established the following policy to comply with this requirement.

Upon receiving notification of complete withdrawal of student who has received Title IV aid, the financial aid office will complete the current R2T4 form as soon as possible, and within 45 days from date of withdrawal notification. The financial aid office will confirm the last date of attendance with instructors and use this date as the return date. Unearned funds will be returned as required by the school. When funds are returned from a student's account, the student will be responsible for the balance to the University. The Student Accounts office will invoice for the charges.

If a student has completed all requirements for disbursement of aid prior to complete withdrawal a post-withdrawal disbursement will be made to the student account, if applicable. The funds will be included in the return calculation.

Students completing 60% or more of the payment period will have earned all funds disbursed.

Students who fail all courses attempted in a semester are assumed to have ceased attendance and a return calculation is required. The University of Providence is not required to take attendance, but to benefit our students, faculty are required to list the last date the student attended the course when assigning a failing grade. The last date of reported attendance in any course is used as withdrawal date for R2T4 purposes.

Note: this policy only affects students who completely withdraw from classes prior to the end of the term. Students' whose enrollment is reduced over the course of the term are not bound by R2T4 regulations.

Reference: Federal Student Aid Handbook, Volume 5, Chapter 2