#### Title IV (R2T4) Funds Return Procedure

#### PROCESS & PROCEDURE FOR RUNNING THE ALL F'S (UNOFFICIAL RESIGNATIONS)

We are required by regulations to do a Title IV Return Calculation whenever a student receives Fs in every class, for the semester. For every day a student is enrolled they are earning a small portion of their Title IV aid. The LDA (Last Day of Attendance) for the student that earned all F's, will be the date that we use to determine how much aid the student earned. We must return Title IV funds on the unearned aid. See the screen clipping of this from the FSA Handbook:

#### When students fail to earn a passing grade in any class

When a student fails to earn a passing grade DCL GEN-04-03, February 2004

#### Testing the Use of a Grading Policy

If a school uses its grading policy to determine whether students with failing grades have unofficially withdrawn, during compliance audits and program reviews, student records might be examined to determine whether the grades assigned accurately represent the students' attendance. An institution must have a procedure for determining whether a Title IV recipient who began attendance during a period completed the period or should be treated as a withdrawal. We do not require that an institution use a specific procedure for making this determination.

If a student earns a passing grade in one or more of his or her classes offered over an entire period, for that class, an institution may presume that the student completed the course and thus completed the period. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period.

#### 5-56

FSA HB July 2014

THESE FUNDS MUST BE RETURNED WITHIN 45 DAYS OF THE DATE OF DETERMINATION THAT THE STUDENT WAS AN UNOFFICIAL RESIGNATION (the date grades were required to be posted).

#### ALL F'S Return Process

**WHAT**: TITLE IV Aid consists of: LOANS= Direct Loans and Perkins Loans; GRANTS= PELL, SEOG, & TEACH. It does not include Scholarships, ALT, BOT, or CAL.

WHEN: Two days after grades are due, at the end of a semester, the process and procedure will be started.

WHERE: In BANNER, the SFRNOWD report.

#### Withdrawals

This chapter explains how Title IV funds are handled when a recipient of those funds ceases to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. These requirements do not apply to a student who does not actually begin attendance or cease attendance at the school. For example, when a student reduces their course load from 12 credits to 9 credits, the reduction represents a change in enrollment status, not a withdrawal. Therefore, no Return of Title IV Funds (R2T4) calculation is required.

The R2T4 regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. A pro rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal up **through the 60% point** in each payment period or period of enrollment. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the FSA funds the student received and was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

The Department published <u>final regulations on September 2, 2020</u> that established several new withdrawal exemption categories. If met, these withdrawal exemptions allow a student who has otherwise withdrawn or left the institution to not be considered a withdrawal for Title IV purposes. These exemptions, along with other R2T4 regulations, will be discussed in detail throughout this volume.

## R2T4 TERMINOLOGY

- **Title IV Aid** Federal financial aid provided to eligible college students. Title IV aid consists of student loans, such as Direct Loans and Perkins Loans; also grants, such as the Pell Grant, the Supplemental Education Opportunity Grant (SEOG), and the Teacher Education Assistance for College and Higher Education (TEACH) Grant. It does not include Scholarships, Alternative Loans, BOT, or CAL loans.
- Academic Year The time period from the first day of class for the fall semester to the last day of the spring semester. It also includes the first summer term when awarding financial aid.
- **Census** It is the 12<sup>th</sup> day of class.
- **R2T4** The term used to identify the university's return of unearned aid to the federal government after students resign from school. R2T4 is Return to Title IV. R2T4s get processed in different intervals throughout the academic year. There are different processes for R2T4s that occur prior to the census date in Fall or Spring, after the census date in Fall or Spring, after the census date in Fall or Spring unofficial resignations. There are also similar Summer resignation processes for R2T4s.
- **RPRTIVC** The Banner report used to process R2T4s. It is <u>ALWAYS</u> ran in Audit mode first. You may also run the report in Audit mode a second time to see if your data entries in Banner have processed correctly. After the information has been reviewed, and corrected as necessary, the RPRTIVC is ran in Update mode which is the final report. After Update mode is ran in Banner, the RPRTIVC data is reset and cannot be retrieved, therefore it is very important to save the report on the T: drive.
- Eligible Disbursement Title IV Aid that a student qualifies for under FAFSA. It is shown on the RPRTIVC report as "ELIG DISB".
- **Disbursement** Title IV Aid that was disbursed to the student, which is shown on the RPRTIVC report as "DISB". It can be verified by viewing the RSIAREV screen in Banner.
- Not Disbursed Title IV Aid that has not been disbursed to the student, which is shown on the RPRTIVC report as "NOT DISB". By using the Tracking tab on the ROARMAN screen or using the Banner search function to find the RRAREQ screen, you can verify if the student has completed the required requests to receive the funds.
- **Post-withdrawal Disbursement** Title IV Aid that is eligible to be disbursed after a student resigns. It is shown on the RPRTIVC report as "POST-WD DISB".
- Eligibility Worksheet A MS Excel sheet used for all student resignations that occur prior to Census. The Eiligibility Worksheet (EW) details a summary of the student's activity of adding and dropping classes. The Banner SFASTCA screen is used to report the student activity. It is exported as an MS Excel sheet to complete the EW. After Census, we assume the students are attending classes and EW no longer needs to be performed. Templates for the EW are located at *T:/SFA/R2T4/Eligibility WS, Calculations & Reporting Info/ELIGIBILITY WORKSHEET*.
- **Perfect Forms** Emails sent from the Registrar's Office with the name of the student who is resigning. These emails are printed and added to the student's R2T4 packet for documentation.
- **RHACOMM Category Code** The code that is entered in the Banner RHACOMM screen. Each semester has a unique code, for example, fall's code is **R2T4FA**. Each student resignation should have a RHACOMM note in Banner with a category code.
- Last of Attendance (LDA) On the RPRTIVC, it is the last date that a student officially attended SHSU.
- **Student Letter** The official letter regarding the Return of Title IV funds that is required to be sent to most of the students who have resigned from the university. Always use SHSU letterhead and envelopes for these letters. A template is located at *T:/SFA/R2T4/Letters to Students*. A letter template for a Post-Withdrawal Disbursement is located at *T:SFA/R2T4/PostWithdrawalDisb*.
- **Back-Dated Resignations**: Sometimes the Registrar's office will change the last date of attendance for a student. Often, resignations are back-dated to before the first class day. If they

truly never attended any classes, you will need to cancel all of their aid. If they did attend classes, the original resignation calculation stands as it is. The calculation is not dependent on the University's refunds.

### ALL F'S Return Procedure

# INSTRUCTIONS FOR ALL F'S- UNOFFICIAL RESIGNATIONS (do not begin this until 2 days after the date grades are due to be posted to allow for grade changes). All F's for each term: Fall – December, Spring – May, and Summer – August)

- 1. In Banner go to SFRNOWD = the report that will show all students that received all Fs for the semester
- 2. ROLL FORWARD
- 3. UNDER "PRINTER CONTROL" PRINTER: type "DATABASE"; ROLL FORWARD
- 4. Under "Parameter Values" for **01**-Term code, put YEAR and semester CODE (EX: 201420); FALL: 80 SPRING: 20 SUMMER: 40
- 5. YOU WILL NEED TO INSERT (1) RECORD: TO THE LEFT/BELOW -02 STUDENT LEVEL UG- INSERT RECORD BY USING F6, THEN UNDER VALUES CHANGE AS SHOWED BELOW to "GR".
  03- FINANCIAL AID SELECTION: "F"
  04- VERIFY ENROLLMENT: "N"
  07- VERIFY HISTORY: "Y"

Printer	DATABASE	***	Submit Time		
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	Term Code				202340
	Student Level(s)				UG
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	Financial Aid Selection				F
	Verify Enrollment				N
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	End Date				
	Verify History	Y			
	Grade which reflects drop				NC*
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	Grade which reflects drop.				W*
	Grade which reflects drop				DQ
	Grade which reflects drop				NC
	Grade which reflects drop.				0
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	Sort Order				1
	Application ID				
	Selection ID				

#### 6. ROLL FORWARD AND SAVE

7. CLICK ON "RELATED" : REVIEW OUTPUT (IT TAKES ABOUT 2 MINUTES TO RUN)

- 8. CLICK ON TOOLS FILE NAME (LITTLE DOWN ARROW) UNTIL THE FILE APPEARS ON THE SCREEN; DBL CLICK ON THE FILE TO SHOW THE RECORDS (YOU ARE LOOKING FOR A ".LIS" FILE)
- 9. GO TO "TOOLS": SHOW DOCUMENT (SAVE & PRINT FILE); CLICK "SAVE FILE" SAVES TO YOUR BANNER OUTPUT FILE, CLICK OK
- 10. GO TO THAT FILE AND OPEN IT IN WORD (FIRST PAGE WILL BE BLANK)
- 11. CHANGE FONT TO SIZE 8, MARGINS TO NARROW, AND ORIENTATION TO LANDSCAPE- leave Font: Courier New
- 12. FILE WILL LOOK LIKE PICTURE BELOW...

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- 13. SAVE THE FILE AS A WORD DOCUMENT IN T:/SFA/R2T4/ then use the Folder of the year you are in / use the All F's Folder for the Semester you are in
- 14. PRINT OUT FILE AND STAPLE

#### SCREENPRINTS NEEDED FOR SFRNOWD REPORT ON STUDENTS:

- 1. YOU WILL NEED TO PRINT THE FOLLOWING SCREENS FOR EACH STUDENT ON THE REPORT :
  - a. SFAWDRL- COURSE DETAIL ROLL FORWARD 3 TIMES TO GET TO THE LDA screen; HIGHLIGHT THE MOST RECENT LDA DATE; this needs to be printed on all students;
- 2. WRITE, IN YOUR OWN HANDWRITING, THE MOST RECENT **LDA** (LAST DATE OF ATTENDANCE) FROM THE SFAWDRL SCREEN AND WRITE IT ON THE SFRNOWD REPORT ON EACH STUDENT, THEN HIGHLIGHT THE ONES THAT ARE BEFORE THE 60% DATE. (<u>AFTER</u> THE 60% POINT IN THE PAYMENT PERIOD A STUDENT HAS EARNED 100% OF THE TITLE IV FUNDS HE OR SHE WAS SCHEDULED TO RECEIVE.)
- 3. <u>DON'T FORGET</u>: FOR THE ONES THAT HAD THE MOST RECENT LDA AFTER THE 60% DATE YOU WILL NEED TO ENTER A COMMENT IN RHACOMM: (SEMESTER, YEAR)-

UNOFFICIAL RESIGNATION, LDA \_\_/\_/ (MM,DD,YY)- NO AID TO RETURN, and add a CATEGORY CODE THAT APPLIES: UNOFRF (for fall), UNOFRS (for Spring), or UNOFRM (for Summer).

4. YOU CAN FIND THE 60% DATE BY GOING TO T: SFA: R2T4: TITLE IV when 60% reached Calc Worksheet – USE THE TAB OF THE SEMESTER YOU ARE WORKING; FIND THE 60%+ DATE. ANYTHING ON OR AFTER THAT DATE- THERE IS NO AID TO RETURN. (see the screen print....)

Date	Day	Total Days	% Earned		Date	Day	Total Days	% Earned		Date	Day	Total Days	% Earned		Regulation
															Regulation
1/14/2015	1	105	0.95%		2/28/2015	46	105	43.81%		4/23/2015	91	105	86.67%		
1/15/2015	2	105	1.90%		3/1/2015	47	105	44.76%		4/24/2015	92	105	87.62%		
1/16/2015	3	105	2.86%		3/2/2015	48	105	45.71%		4/25/2015	93	105	88.57%		
1/17/2015	4	105	3.81%		3/3/2015	49	105	46.67%		4/26/2015	94	105	89.52%		
1/18/2015	5	105	4.76%		3/4/2015	50	105	47.62%		4/27/2015	95	105	90.48%		
1/19/2015	6	105	5.71%		3/5/2015	51	105	48.57%		4/28/2015	96	105	91.43%		
1/20/2015	7	105	6.67%		3/6/2015	52	105	49.52%		4/29/2015	97	105	92.38%		
1/21/2015	8	105	7.62%		3/16/2015	53	105	50.48%		4/30/2015	98	105	93.33%		
1/22/2015	9	105	8.57%		3/17/2015	54	105	51.43%		5/1/2015	99	105	94.29%		
1/23/2015	10	105	9.52%		3/18/2015	55	105	52.38%		5/2/2015	100	105	95.24%		
1/24/2015	11	105	10.48%		3/19/2015	56	105	53.33%		5/3/2015	101	105	96.19%		
1/25/2015	12	105	11.43%		3/20/2015	57	105	54.29%		5/4/2015	102	105	97.14%		
1/26/2015	13	105	12.38%		3/21/2015	58	105	55.24%		5/5/2015	103	105	98.10%		
1/27/2015	14	105	13.33%		3/22/2015	59	105	56.19%		5/6/2015	104	105	99.05%		
1/28/2015	15	105	14.29%		3/23/2015	60	105	57.14%		5/7/2015	105	105	100.00%	last exan	n day
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1/30/2015	17	105	16.19%		3/25/2015	62	105	59.05%							
1/31/2015	18	105	17.14%		3/26/2015	63	105	60.00%							
2/1/2015	19	105	18.10%		3/27/2015	64	105	60.95%							
2/2/2015	20	105	19.05%		3/28/2015	65	105	61.90%							
2/3/2015	21	105	20.00%		3/29/2015	66	105	62.86%							
2/4/2015	22	105	20.95%		3/30/2015	67	105	63.81%							
2/5/2015	23	105	21.90%		3/31/2015	68	105	64.76%							
2/6/2015	24	105	22.86%		4/1/2015	69	105	65.71%							
2/7/2015	25	105	23.81%		4/2/2015	70	105	66.67%							
2/8/2015	26	105	24.76%		4/3/2015	71	105	67.62%			1				
2/9/2015	27	105	25.71%		4/4/2015	72	105	68.57%							
2/10/2015	28	105	26.67%		4/5/2015	73	105	69.52%							
2/11/2015	29	105	27.62%		4/6/2015	74	105	70.48%							
2/12/2015	30	105	28.57%		4/7/2015	75	105	71.43%							
2/13/2015	31	105	29.52%		4/8/2015	76	105	72.38%							
2/14/2015	32	105	30.48%		4/9/2015	77	105	73.33%							
2/15/2015	33	105	31.43%		4/10/2015	78	105	74.29%							
2/16/2015	34	105	32.38%		4/11/2015	79	105	75.24%							
2/17/2015		105	33.33%		4/12/2015	80	105	76.19%							
2/18/2015	36	105	34.29%		4/13/2015	81	105	77.14%							
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- If the student had a grant or scholarship- note the hours and LDA. This aid <u>may</u> have to be returned if the student was not in enough hours at Census Date- based on the LDA.
- Also- if the LDA was within the First Class Day and Census you may have to adjust the budget to what was in place when the loan paid out.

- 5. ONCE YOU HAVE HIGHLIGHTED THE STUDENTS THAT ARE BEFORE THE 60+% DATE, YOU NEED TO PRINT THE FOLLOWING SCREENS (in this order)– Open a WORD document and do Screen Clipping instead of printing the BANNER SCREEN:
  - 1. ROARMAN screen clip to Word
  - 2. SFAWDRL: 1<sup>ST</sup> SCREEN screen clip to Word- continue the Word document, then roll forward for next SFAWDRL screen
  - SFAWDRL: 2<sup>nd</sup> SCREEN screen clip to Word- there could be several screens- continue the Word document, then roll forward for SFAWDRL next screen
  - 4. SFAWDRL: 3<sup>RD</sup> SCREEN screen clip to Word- continue the Word document; Close the screen
  - SHATERM:1<sup>st</sup> SCREEN change the "Start Term" field to the Term you are reviewing; CTL Pg Down- which takes you to the Second Tab: Term GPA and Course Detail Information: screen clip this to Wordcontinue the Word Document; Close the Screen
  - 6. RNANA(yy): DEMOGRAPHIC TAB screen clip to Word- continue the Word document; Close the screen
  - 7. SPAIDEN: ADDRESS TAB screen clip to Word; Close the screen; Print the Word Document; THEN Close the Word Document
  - 8. RPAAWRD: AWARD SCHEDULE tab <u>print</u> this BANNER screen; Close the screen
- 15. BEFORE DOING ANYTHING ELSE SEND A LIST OF ALL SAM IDs, NAMES, and LDAs (last date of attendance) TO

THE REGISTRAR'S OFFICE (DAVID HINTZEL) FOR THEIR REPORTING PURPOSES. To create this list: Open the SFRNOWD file (that was saved in your BANNER OUTPUT)- in Excel:

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Organize 🔻 New folder				= • 1
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🔶 Favorites	sfrnowd_2529806	5/18/2015 4:00 PM	LIS File	83 KB
Jaccounting	sfrnowd_2529805	5/18/2015 3:59 PM	LIS File	81 KB

When you open it in Excel: Step 1 of the Text Import Wizard- Choose "Delimited", the "Next":

ext Import Wizard -	- Step 1 of 3
	use Next, or choose the data type that best describes your data.
Original data type	use next, or choose the data tope that best describes your data.
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9		CAMPUS/	LAST	ORIGINAL	NET											
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11																
12					UG	10-Apr-14	M/HS	4-Aug-14	2870.5	2870.5	0	1400	2341			
13																
14		40867	1	PHIL	3372	2	2 M	F								
15		41476	S2	PSYC	2102	2	2 M	F								
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23																

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Revised: 12/2024

Copy this to a new tab within the Excel spreadsheet, and work from this copy (you want to keep an original).

Insert a column to the left of Column A. You will be using a formula to join the Last Name, First Name, and Middle name. The formula is: "=concatenate(B12," ",c12," ",e12)". The B12 is the Last Name column-B, 12<sup>th</sup> row is the first student. C12 is First Name, E12 is Middle Name. Do a "CTL C" then "CTL V" to copy this formula to the next name, in Column A. Do this for all of the names in the report. Then "Copy" Column A, "Paste Special"-"Values", on top of itself, to remove the formula.

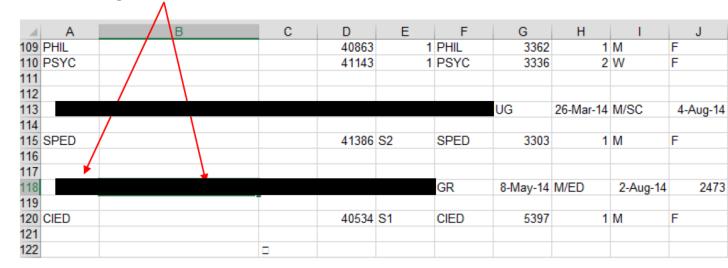
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Click on Column E and Right Click "Copy ", Click on Column A, Right Click, Click on "Insert Copied Cells". This copies the column where the SAM ID resides.

Go down the spreadsheet looking at the names (Column B)- some will have the SID included in the name (they did not have a middle name). Type in the SID in column A (next to the Name), then edit the column B name to remove the SID.

A	В	С	D	F	F	G	н	
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110 PSYC			41143	1	PSYC	3336	2	W
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112								
113						UG	26-Mar-14	M/
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115 SPED			41386	S2	SPED	3303	1	М
116								
117								
118 GR					GR	8-May-14	M/ED	2.
119								
120 CIED			40534	S1	CIED	5397	1	М
121								
122								



This shows the spreadsheet after the corrections:

Continue down the report, making corrections where needed. Delete columns C thru T. Sort it by Column A. Delete all rows that do not have a SID / NAME & delete any rows with duplicate names, so you are now left with only rows with the SID / NAME. Insert a row above Row 1, and put the Headers in: Col A: SID, Col B: NAME, Col C: LDA. Click on Column C and format it as a date.

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1 SID	NAME		LDA	
2				
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# KEEP STUDENT'S SCHEDULE ON THIS EXCEL SHEET IF POSSIBLE

#### **Identifying LDAs**

 For each student, you will need to document the latest date of attendance reported in SFAWDRL. Whichever date is the latest is considered when a student stopping attending and will be the withdrawal date used in the R2T4 calculation.

		Term: 20242	20				Start Over
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CRN	Part of Term	Subject	Course Number	Section	Registration Status Code	Registration Status Date	Last Attendance Date
20783	1	COSC	5302	01	RW	12/11/2023	02/27/2024
20870	1	COSC	5335	01	RW	12/11/2023	02/16/2024
25587	4	COSC	5301	01	RW	12/11/2023	02/15/2024

2) Using the WORD printout of the SFRNOWD, key in the LDAs. Make sure you also notate the class and CRN to document if the class is online or not.

	А	В	С
1	SID	NAME	LDA
2			3/14/15
3			1/20/15
4			5/1/15
5			2/2/15
6			3/14/15
7			
8			
9			

3) After identifying the course that had the latest LDA, you will need to identify if the course is a distance education course. For distance education courses, there are steps below to verify that the LDA is correct.

Go to SSASECT in BANNER: You will use the CRN from the class you determined was the latest date to check if the class is online.

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	Title:	Computer Science Core Topics		Copy CRN					
		Create CRN							

erm: 202420 CRN: 2	20783 Subject: COSC Course:	5302 Title: Compu	iter Sci	ience C	ore Topics				Start
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#### WHEN DETERMINING THE LDA FOR ONLINE COURSES:

**DISTANCE EDUCATION (ONLINE/INTERNET) COURSES rule:** must have proof of academic engagement for all resignations. for r2t4 purposes, logging into an online course does not constitute academic attendance. the student must demonstrate that they are engaged in the course. examples include submitting an assignment, taking an exam, taking an interactive tutorial, attending an assigned study group, seeing the instructor in person, or contacting the instructor regarding the academic subject studied in the course.

- Once you've determined the distance education courses, request Internet Activty (IA) for these students, email the list to <u>Imssupport@shsu.edu</u> Jason Woodall is the main contact for any questions or inquiries.
- Review Internet Activity to identify the last academic engagement compared to what was reported by professor on SFAWDRL.

Date	Average hours in course	Range of average hours	Activity hours
10/7/24	0.1	0 - 0.54	0
9/30/24	3.67	0 - 15.83	0
9/23/24	2.34	0 - 4.77	0
9/16/24	1.53	0 - 3.08	0
9/9/24	0.67	0 - 1.39	0
9/2/24	1.97	0 - 5.5	0
8/26/24	2.78	0 - 5.8	0.52

Example of IA: Shows date the student last logged into the course and the time spent.

- 3) If the academic engagement on the IA matches the date reported by professor, then this date stands as the LDA used in R2T4 calculation
- 4) If the LDA provided by a professor is after the IA report's LDA, then contact the professor to confirm if any of the examples listed above occurred on the LDA they provided and submit proof. Professor should be given a deadline and followed up on to ensure we meet R2T4 processing deadlines.
- 5) when two different LDA's are given and both dates are after the 60% date, enter a note in rhacomm and use the IA report's LDA.

- 6) Save the file as an Excel Workbook at: T:SFA/R2T4/(folder of the year)/(ALL F's Folder of the Semester)/SFRNOWD (semester)
- 7) The tab with just the names can be copied to a new workbook within this folder, and saved as "SID, NAME, LDA (semester) and this time delete the rows of the students who do not have to have a calculation done. Registar will input these records into SFAWDRL so we can then run **RPRTIVC** to calculate the "unearned" funding that needs to be returned. (Note: It usually takes 24-48 hours to receive a confirmation email from Registrars.

#### PART 1: RUNNING RPRTIVC: Type the process name <u>RPRTIVC</u> in the first main banner screen.

The form will look like this:

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You will need to Select Go to access the rest of the form:

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The Printer must be set to DATABASE (or the process will never finish running).

The Term Code will be whatever semester you are trying to work in.

The Mode will need to be changed to either A-audit or U-Calculate, Update and Save mode.

- 'A' mode Audit mode is for you to review the resignations. Do not run it in
   (U)PDATE until you are sure you don't need to make any more corrections. 'U' mode Update mode- locks the fields and nothing more can be changed. <u>You must verify the
   LDA dates are correct, and the semester start/end dates are correct.</u>
- For fall and spring semesters you run the report in 'A' mode. When you are satisfied with the report you can then run it in 'U' mode- Calculate, Update and Save -which runs the process and saves the work. Remember- no changes can be made after this is run.
- For summer you will need to run this in Audit Mode first for summer parts of term and determine the start/end dates for each resignation. These dates are then updated in SFAWDRL. Rerun the report again- in 'A'-Mode. Then again in 'U' mode once all is updated to ensure the data being pulled is accurate.

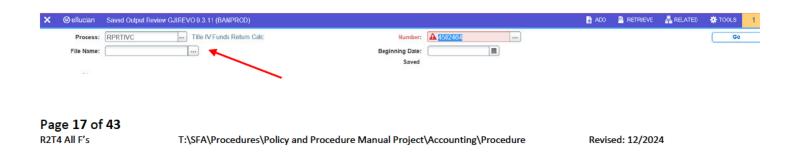
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No other fields are changed. Next-block again. Then press F10 or Click the Save icon to save the process.

#### Go to Related—Review Output (see below)

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Click on the down arrow next to File Name. The process that was just run will be saved as a ".lis" file. This may take a few minutes. Double click on this to open it up.



# SHSU Financial Aid and Scholarships Procedures - R2T4 All F's

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# SHSU Financial Aid and Scholarships Procedures – R2T4 All F's

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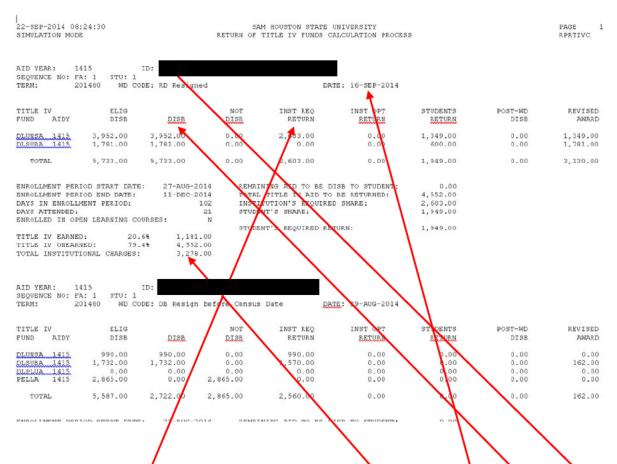
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EQUENCE NG: I ERM: 2 ITLE IV UND AIDY LUNEA 1819	A: 1 STU: 1 01920 WD C ELIG DISB	ODE: RD Resigned DISB	NOT DISB	S Date D INST REQ RETURN	Data for file rpri Ready to Save.	ivc_4502464 lis Sav	e File Clo	evised Award 4,042.00				
QUENCE NG: I IRM: 2 ITLE IV ND AIDY JUNEA 1819 JUNEA 1819	A: 1 STU: 1 01920 WD C ELIG DISB 1,979.00	DISB 1,979.00 4,453.00 0.00	NOT DISB 0.00	S Date D INST REQ RETURN 1, 979.00	Data for file rpri Ready to Save.	ivc_4502464.lis Sav	o Filo Clo 0.00	EVISED AMARD 0.00 4,042.00 0.00				
COUENCE NG: I RM: 2 CILE IV ND AIDY JUNEA 1819 JUNEA 1819 JUNEA 1819	A: 1 STU: 1 01920 WD C ELIG DISB 1,979.00 4,453.00	0DE: RD Resigned DISB 1,979.00 4,453.00	NOT DISB 0.00 0.00	s Date D INST REQ RETURN 1, \$79.00 411.00	Data for file rpri Ready to Save.	0.00 2,026.00	0.00 0.00	evised Award 4,042.00				
EQUENCE NO. 1 ERM: 2 UND AIDY LONGA 1019 LSUBA 1019 LPLUA 1019	A: 1 STU: 1 01920 WD C ELIG DISB 1,979.00 4,453.00 0.00 3,023.00	DISB 1,979.00 4,453.00 0.00	NOT DISB 0.00 0.00 0.00	s Date D INST REQ RETURN 1, \$79.00 411.00 0.00	Data for file rpri Ready to Save.	0.00 2,026.00 0.00	0.00 0.00 0.00	EVISED AMARD 0.00 4,042.00 0.00			Recor	

Now open T:/SFA/(your Banner Output folder)/(file with today's date) in WORD. THIS IS WHAT IT SHOULD LOOK LIKE (see the example below):



\*\*Note: You will need to switch the orientation to Landscape, the Margins to Narrow, and Select All and change the font size to 8. This way everything fits on one page. From here you can print and save the file under T:/SFA/R2T4/(Year)/(Semester).

Next- from this report (RPRTIVC) you will need to highlight all of the students that have a DISB amount AND an INST REO RETURN amount for the loans. Also highlight the WITHDRAWAL DATE, and SAM ID.

For the ones that do not have any amounts in the **INST REO RETURN** column just put an 'X' and do not highlight, and move on to next student. When you get all the way through the report the ones highlighted are those you will actually be returning funds on. NOTE: Be sure to check for TOTAL INSTITUTIONAL CHARGES to make sure there are amounts in there- if there's not, check SFAWDRL 2<sup>nd</sup> screen - Institutional Charges. Also, make sure the enrollment has the right beginning and end date for the semester and

number of days in the period (you may need to get with the Registrar's Office to get this corrected). When everyone has been checked you may run RPRTIVC in "U" Calculate, Update & Save mode.

For the "SUMMER I" you must check individually if the students are registered in Summer II classes. If the students <u>are</u> registered in Summer II they are still eligible to receive their Financial Aid, and you must make notes on report that student is taking Summer II courses. Continue with the normal process for those students with un-official resignations for Summer I.

Complete an **Eligibility Worksheet** on every student, prior to the 12<sup>th</sup> class day (Census). The Eligibility Worksheet details a summary of the student's activity of adding and dropping classes. (After Census we assume the student is attending class(es).)

# ELIGIBILITY WORKSHEETS ARE FOUND ON T:/SFA/R2T4/Eligibility WS, Calculations & Reporting Info/ELIGIBILITY WORKSHEET.

Eli	gibility V	orksheet - F	Y1516	DATE:			-	TSAAREV	SFAST	SSASE	C SFAVDRL		B2T4:_			COMPLET	ED BY:		
SIC	):		NAME:					STATUS:					RETUR	N FUNDS:					
	SPRING	2016	1/13/16 Ve	d First Cla	iss Day	1/29/16 Fri	i Census-1	i2th class da	2/10/1	6 20th Cl	ass Day								
Int	POT	CRN	Date Enr	Time Enr	Hours	Del/W	Date	Time Drop			Comment					AVARDS			
														Earned	Fund	Awarded	Paid	Date	
_																			
_																			
_																			
_																			
_																			
_																			
_													SFAS	ICA COL	DES		TERM C	ODES	
_													AD	Administ	rative Drop		1	Full Term	
_													AF	Administ	rative Drop - Full I	Refund	5A	First Five \	/eeks
_													DB	Drop Bel	fore Census Date		5B	Second Fiv	ve Weeks
_													DD	Drop/De	lete in Registrar's	Office	5C	Third 5 We	eks
_			_										SM/DM	1 Meningit	is Drop		7A	First 7-1/2 \	v/eeks
_													DP	Drop for	Pre-Requisite		7B	Second 7-1	ł2 Weeks
												_	DQ	Drop Aft	er Census Date		DV	Developm	ental
_			_										DV	Withdrw i	n dropfadd. Not o	n trans	м	Mini Sessi	on
_													RD	Resigned	t		S1	Summer I	
_													RE	Register	ed		S2	Summer II	
													BV	Register	ed Online		SL1	1 Hr Scienc	e Lab Sum I
_			-									-	NP		for Non Payment		SL2	1 Hr Scienc	e Lab Sum II
_													NB		ortable Student (i	gnore this)	SLF	1 Hr Scienc	e Lab Full Term
_													SD	Soft Dro	р				
_													_						
_										-					Email BOTH: Rick				tas019)
_															Full Name, Cours			ection #	
_													15 minu	es or mor	e thru census to e	stablish attend	lance		
_													-						
_			-					-					_						

See below an example of a blank Spring Semester:

To complete this form:

- Fill in the Date
- Put "YES" in the R2T4 line
- Put your initials- in "Completed By"
- Put in the student's SID, Name
- Status: "Resignation"
- Fill in the AWARDS: FUND, Awarded, and Paid

Go to the form SFASTCA to complete the main body of this form.

Make sure the SAM ID is the student's and the TERM CODE is the SpringTerm you are wanting to analyze.

@ ellucian	Student Course Registration Audit SFASTCA 9.3.6 (EANPROD)			🔒 ADD	RETRIEVE	RELATED	🔅 TOOLS
ID:	000660235 welch, Emily J.	Term Code:	201920				Go
Registration From:		Registration To Date:					
Date							
	te the fields above and click Go. To search by name, press TAB from an ID field, enter vi						

#### Hit GO.

#### Click on Filter.

Registration Audit	Registrat	ion Error Me	ssage													
STUDENT COURSE	REGISTRATI	ON AUDIT												I Insert	Delete 🖷 Copy	Y, Filter
sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	1
	1 201920	21020	BIOL	4351	04	М	UG	U	3.000	3.000	3.000	TEMP	RW	11/09/2018	11/09/2018	
	2 201920	21021	BIOL	4362	01	M	UG	U	3 0 0 0	3.000	3.000	TEMP	RW	11/09/2018	11/09/2018	
	3 201920	23431	BIOL	3470	12	М	UG	U	0.000	0.000	0.000	TEMP	RW	11/09/2018	11/09/2018	
	4 201920	20789	BIOL	3470	03	М	UG	U	4.000	4.000	4.000	TEMP	RW	11/09/2018	11/09/2018	
	5 201920	20800	BIOL	4110	02	M	UG	U	1 0 0 0	1.000	1.000	TEMP	RW	11/09/2018	11/09/2018	
	6 201920	20789	BIOL	3470	03	M	UG	U	4 000	4.000	4.000	TEMP	RW	11/09/2018	11/09/2018	
	-	01000	0101	1001			110	1.22	0.000	0.000	0.000	TELES	2014	1100000000	1210010020	

Click the down arrow in the Add Another Field box.



Now click on SOURCE.

Click TOOLS, and Export the report to excel.

You can now use the data from SFASTCA to analyze if the student established Attendance in at least 6 hours.

#### Page 24 of 43 R2T4 All F's

Write the CRN, DATE ENR(Activity Date); TIME ENR (Activity Date Time- use 24-hr format); HOURS on the Eligibility Worksheet, for each line item on SFASTCA. Be sure to check the COURSE STATUS, MESSAGE, and STATUS/ADD DATES. If the COURSE STATUS is anything other than RE or RW you will enter the STATUS/ADD DATES in the DEL/W Eligibility Worksheet box, the ACTIVITY DATE time in the TIME DROP EW box.

Once you have filled everything out on the EW, you will need to check to see if the classes were **Face-To-Face** or **Internet**. On SSASECT key in the Class TERM and CRN number; roll forward.

FACE-TO-FACE: see below for the screen:

× @ellucian	Schedule SSASECT 9.3.11 (BANPROD)					🔒 ado 斗 Retrieve	A RELATED	TOOLS
Ferm: 201920 CRN:	21020 Subject: BIOL Course: 4381	Title: Introductory Evolutionar	y Bio				Star	rt Over
Course Section Informa	tion Section Enrollment Information Meeting	Times and Instructor Section Pref	erences					
COURSE SECTION INF	ORMATION					🖬 Insert 🗖 I	Delete 🖬 Copy	Y. Filler
Subject	BIOL . BIOLOGY	Campus	M	Main	Grade Mode	J Standard Letter-Underg	praduate	
Course Number	4361	Status	A	Active	Session			
Title	Introductory Evolutionary Bio	Schedule Type	1	Lecture	Special Approval			
Section *	04	Instructional Method	1	Face-to-Face	Duration			
Cross List		Integration Partner	BB	Blackboard Online Learning		Override Duration		
CLASS TYPE						🔂 Insert 🛛 🖬 D	Delete 🎢 Copy	Y, Filter
Traditional Class								
Part of Term	1 01/16/2019	05/09/2019 15						
Open Learning Class								
	First			Last				
Registration Dates						Processing F	Rules	
1 1 1 2 2 M 1 2 M 1 1 M								

Indicate on the EW the Part Of Term (POT) for this class.

INSTRUCTIONAL METHOD indicates it is Face-To-Face; You will put this on the EW in the COMMENT; Click on the SSASECT "Meeting Times and Instructor" tab:

Term: 201920	CRN 21020 Subject	t: BIOL Course	e: 4361 Title	: Introductory E	volutionary Bio	8							Star	t Over
Course Section	Information Section	Enrolment Information	Weeting Times an	d Instructor	lection Preference	es				/				
Times and Instr	uctors Scheduler Pre	eferences							/					
Meeting Dates	Meeting Location and	I Credits						/						
SCHEDULE							×					🕻 Insert	🖬 Delete 🛛 🖷 Cop	y 🖁 Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Nonday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session I	dicator *
	LEC	01/16/2019	05/09/2019								0800	0920	01	
<														>
H I Dat	1 ▶ N 10 🗠	Per Page											Ri	cord 1 of 1
* INSTRUCTOR												() insert	🗒 Delete 🧧 Cop	y 🖁 Filter
Session Indicator	10 ID	Name		Instructional	Norkload	Percent of	of Responsibility		Primary Indicator		Override Indicator	Percent o	of Session	
01						0.250		100						100
H 4 1)d1	1 N H 10 Y	Per Page	1										R	cord 1 of 1

The class meets Tuesday and Thursday from 08:00 - 09:20. Put this in the Comment line also. You can now determine if the student could have <u>possibly</u> have attended even 1 class meeting time. (ie...if the class was dropped at 10:55 on Monday before first class day and the first class day was Tuesday, the student could not have attended; however, if it was dropped at 07:00 on Wednesday after Tuesday, the 1<sup>st</sup> class day, the student could have attended a class.) We assume if the student COULD have attended, that he/she did.

#### INTERNET:

erm: 201920 CRN:	21152 Subject: CRIJ Course: 6363 Title:	Leadrshp Psy In C J Management		Start Over
Course Section Informat	ton Section Enrollment Information Meeting Times and	Instructor Section Preferences		
COURSE SECTION INFO	ORMATION		🖬 Insert 🗖 D	elete 📭 Copy 🗣 Filter
Subject *	CRIJ CRIMINAL JUSTICE	Campus * M Main	Grade Mode G Standard Letter-Graduate	9
Course Number *	6363	Status * A Active	Session	
Title	Leadrshp Psy In C J Management	Schedule Type * X1 Online Lecture	Special Approval	
Section *	02	Instructional Method 2 Internet	Duration	
Cross List		Integration Partner BB Blackboard Online Lea	aming Override Duration	
CLASS TYPE			🖬 insert 🗮 De	lete 📲 Copy 🖓 Fiter
Traditional Class				
Part of Term	7A 01/16/2019 03/08/201	9. 7		

The INSTRUCTIONAL METHOD is "2 Internet". Check the INT box- to the left -on the EW. You will need to email **Jason Woodall** asking for the student's Online Internet Activity on each Internet Class. In this email, include the student's **SAM ID & NAME**. And from SSASECT include the 4 letter **SUBJECT**, 4 number **COURSE NUMBER**, and 2 number **SECTION**. There should be a reply from one of them within 24 hours. (If not, send a reminder to them.) They will email you the Activity Worksheets for each class on each student. The student must show academic engagement as well as actual activity for at least **15** minutes or more on each class to have established attendance. Academic engagement means that the student has participated in group conversations about class material, submitted a quiz or assignment, or engaged in a course related discussion with the instructor. (If there are questions on determining internet activity, refer to your Team Lead or Associate Director.)

The INSTRUCTIONAL METHOD is "2 Internet". Check the INT box- to the left -on the EW. You will need to email the instructor requesting them to provide documentation of last date of student interaction from one of the following:

- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with an instructor about academic matters

Indicate on the EW the Part Of Term (POT) for this class.

ESTABLISHING ATTENDANCE and ENROLLMENT DATES: in order to be eligible for loans the student must have established attendance in at least 6 hours for the Spring. Following are the possible scenarios:

- Student in 6 hours for Spring; resigned all classes in January (before census) but established attendance in 3 hours; student is NOT eligible for loans or grants.
- Student in 6 hours for Spring; resigned all classes in February (after census) but established attendance in 3 hours; student is NOT eligible for loans, established eligibility for 3 hours PELL grant and did not

establish eligibility for any other grants. In relation to R2T4 processes, if a student had originally enrolled in 15 hours when the time of loan disbursement occurs, they are eligible for the funds. If the same student decides to resign after census and they're enrollment status is less than half time, it is still possible to keep loan eligibility. The FAEV Team, Counseling Team, or the Tech Team could have entered a RHACOMM note that determines if the student has established attendance and maintains loan eligibility.

• Student is in 6 hours for Spring; resigned all classes in February (after census) and established attendance in 6 hours; student is eligible for the loans and grants

# PART 2: ADJUSTING AWARDS TO RETURN THE TITLE IV FUNDS - BASED ON THE INFORMATION FROM RPRTIVC or MANUAL CALCULATION SPREADSHEET:

Using the RPAAWRD screen print write out the calculations needed for the Fee Adjustments on the LRFS:

TO CALCULATE WHAT NEEDS TO BE ADDED TO THE "DIFFERENCE" NUMBER on the LRFS: Go to RLADLOR- for that student- make sure the ORIGINATION tab is on the loan you want to look at, then click on the DISBURSEMENTS tab. See the Screen Clipping below:

			WD Exists for	Aid Year							
ID:	2				Ai	d Year:	1516 🔻				
Loa	n ID:	8		Fund:	DLUNSA			Lo	an Period:	26-AUG-2015	/ 05-MAY-2010
	NOT AND	-		<b>T</b>		10.000.00	1				1 05 11434 004
BRY	Y/SAY:	FA/SP		Loan Amo	ounc	19,068.00	Award Discrep	bancy Ac	ademic Year:	26-AUG-2015	05-MAY-2010
0.52	gination		ements Logge	d Changes	MPN	Student Da			ademic Year: SULA Data	Additional Informat	
Ori Disb	gination		ements Logge Scheduled Date				-				
Ori Disb No	gination	Disburs	Scheduled Date	d Changes Reported	MPN Payment Period	Student Da	ta PLUS Fee Amount	Data Net Amount	SULA Data	Additional Informat Enrollment School Code	tion Program

Divide the NET AMOUNT by the GROSS AMOUNT- in this example it would be 9,432 divided by 9,534 – which gives you- <u>IN THIS CASE</u>- .9893.

TAKE THE AMOUNT THAT NEEDS TO BE RETURNED (from RPRTIVC) AND DIVIDE BY THE DECIMAL NUMBER YOU GOT (see above). THE RESULT WILL BE THE AMOUNT YOU PUT IN THE Page 27 of 43 R2T4 All F's T:\SFA\Procedures\Policy and Procedure Manual Project\Accounting\Procedure Revised: 12/2024 "DIFFERENCE COLUMN"- (as a negative number) ON THE LRF FORM. THE REVISED AWARD SHOULD THEN CALCULATE.

Fill the LRF fields as indicated on the next page:

# SHSU Financial Aid and Scholarships Procedures – R2T4 All F's

evisionite	orm (LRF) - Direct Loan	S	Reallocation: Y or N
			Classification Change: Y or I
Date:	2/15/2016 Originator:		Loan Processor:
Student Na			Class: UNDERGRAD
Sam ID:	ine.		Academic Year: 2015-2016
Junity.			Academic rear. 2013-2010
	WARD	DIFFERENCE	REVISED AWARD
F - DLSUBA		\$0.00	\$1,000.00
S - DLSUBA		-\$865.00	\$135.00
M - SDLSBA		\$0.00	\$0.00
T-SUB	\$2,000.00	-\$865.00	\$1,135.00
F - DLUNSA	\$3,000.00	\$0.00	\$3,000.00
S - DLUNSA	\$3,000.00	-\$3,000.00	\$0.00
M - SDLUN	A \$0.00	\$0.00	\$0.00
T - UNSUB	\$6,000.00	-\$3,000.00	\$3,000.00
F - DLAUNA	A \$0.00	\$0.00	\$0.00
S - DLAUNA		\$0.00	\$0.00
M - SDLAU		\$0.00	\$0.00
T - ADDL. U	INSUB \$0.00	\$0.00	\$0.00
F - DLPLUA	\$5,000.00		\$5,000.00
S - DLPLUA	\$5,000.00	-\$5,000.00	\$0.00
M - SDLPLA	\$0.00	\$0.00	\$0.00
T - PLUS	\$10,000.00	-\$5,000.00	\$5,000.00

NOTE: THE LRF "DIFFERENCE COLUMN" WILL BE THE AMOUNT THAT NEEDS TO BE RETURNED. HOWEVER- YOU WILL NEED TO INCREASE IT FOR THE FEES THAT BANNER AUTOMATICALLY ADDS BACK IN WHEN IT SENDS THE MONEY BACK. THE "NET AMOUNT RETURNED" WILL THEN BE THE AMOUNT ON RPRTIVC.

At this point, add the notes to RHACOMM, so you can Copy and Paste these to the LRF COMMENTS at the bottom of the form.

RHACOMM NOTES SHOULD INCLUDE: "SEMESTER/YEAR"; "UNOFFICIAL RESIGNATION"; LDA; Reduced "what" (i.e. SUB LOAN), how much it was before, how much it is now; put the math you did for the reduction (return) you just did; "Due to ALL F'S \* \* **ADD the CATEGORY CODE: UNOFRF (for fall) UNOFRFS (for Spring) UNOFRM (for Summer) \*\*** 

• Note: if you <u>add to a Comment</u> at a later date, please preface the additional words with the date you are adding it

## PELL ADJUSTMENTS (if needed):

Cancelling the Pell Grant is more involved. Adjust the Award for the appropriate semester in RPAAWRD. Go to Period Lock and change the "Y" to "N". This unlocks the Pell to be adjusted. Enter adjusted amount. **REMEMBER: Change the "N" back to "Y" to lock it back when done.** 

Award Mainte	nance Aw	ard Schedule Disburs	ement Schedule D	irect Loan Interface					
FUND AWARD	SCHEDULE	•	÷						
Fund *	Status	Period *	Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Period Lock	Load
DLPLUA	С	202280			0.00			N	1=Ful
DLPLUA	С	202320			0.00			N	1=Ful
DLSUBA	С	202280			0.00			N	1=Ful
DLSUBA	С	202320			0.00			N	1=Ful
DLUNSA	С	202280			0.00			N	1=Ful
DLUNSA	С	202320			0.00			N	1=Ful
PELLA	A	202280	3,448.00	3,448.00			3,448.00	Y	1=Ful
		Total	3,448.00	3,448.00	0.00		3,448.00		
		Fund Total			0.00	0.00			

RHACOMM NOTES SHOULD INCLUDE: "SEMESTER/YEAR"; "UNOFFICIAL RESIGNATION"; LDA; Reduced PELL), how much it was before, how much it is now; put the math you did for the reduction (return)

you just did; "Due to ALL F'S \* \* ADD the CATEGORY CODE: UNOFRF (for fall) UNOFRFS (for Spring) UNOFRM (for Summer) \*\*

• Note: if you <u>add to a Comment</u> at a later date, please preface the additional words with the date you are adding it

#### **PART 3: LETTERS TO STUDENTS**

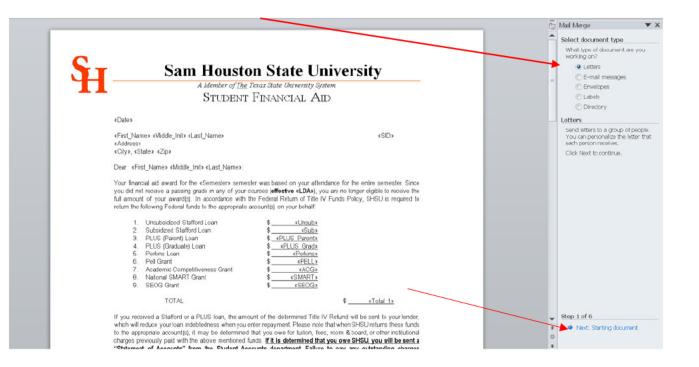
The Resignation Letter template is saved under T;/SFA/R2T4/Letters to Students—Resignation Student Letter Template. Open the letter:

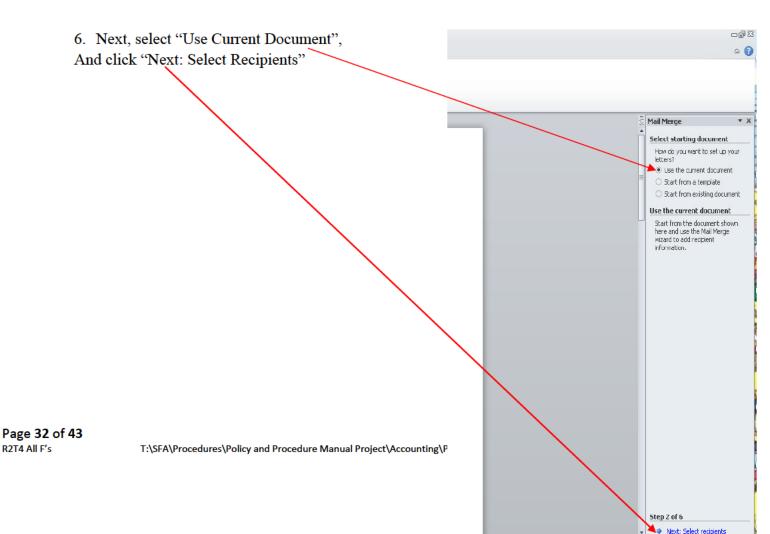
1. The following message will appear:

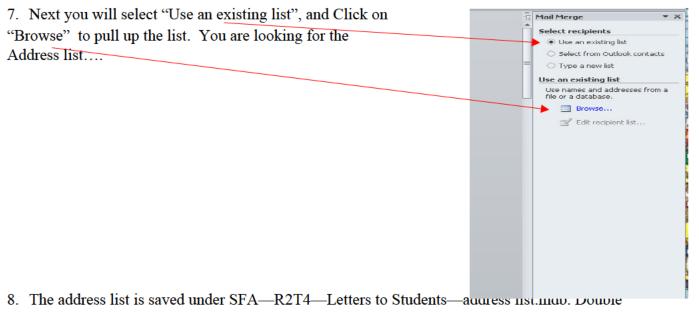
Microsoft	Word 🔀
1	Opening this document will run the following SQL command: SELECT * FROM `Office Address List` Data from your database will be placed in the document. Do you want to continue? Show Help >>
	Yes No Help

- 2. Select "No"
- 3. This will open the letter. It will look like this (see below)
- 4. To Start the Mail Merge: Click on the Mailings tab, then Click on Start Mail Merge, then Letters
- 5. Click "Letters" and Click "Next: Starting document"- at the bottom of the page.

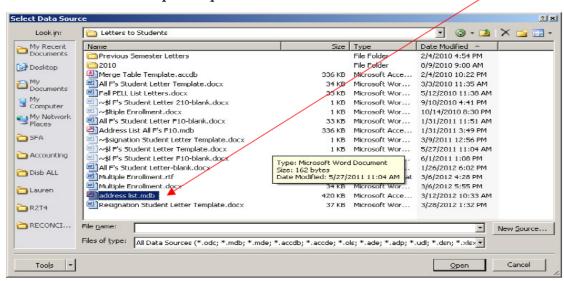
# SHSU Financial Aid and Scholarships Procedures - R2T4 All F's







click on the file to open it up.



Open the file...this will pop up:

Mail Merge Recipients				<u>? ×</u>
This is the list of recipients that will be checkboxes to add or remove recipient				list. Use the
Data Source IV Last Nar address list.mdb	ne 🔻 First Name	▼ Title ▼	Company Name	✓ Address
address list.mdb				
1 <b>1</b>				
				Þ
Data Source I	Refine recipient list			
address list.mdb	<u></u>			
	Filter			
	Eind duplicates			
<u> </u>	Find recipient			
Edit Refresh	Validate addresses			
				ОК

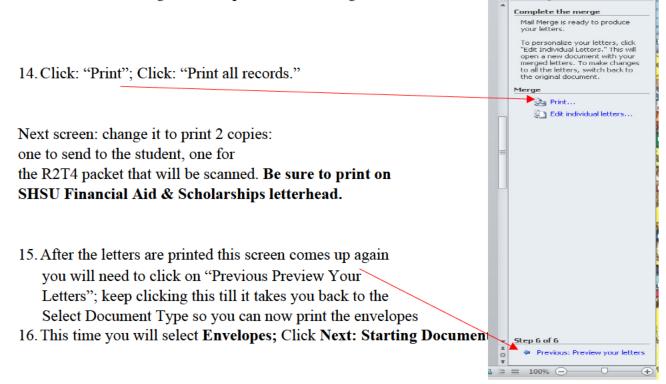
9. Click on "address list.mdb" under Data Source and Click Edit...you will need to delete anything that is currently there...and add the new records: You will enter in Last Name, First Name, Semester, Address, City, State, Zip, SID, the amount of Title IV aid that has to be returned: SUB, UNSUB, etc, and the LDA. (You will get this information from the Packet you have printed. Use the SPAIDEN screen clip for the address.) A line is added for each student (Max 14 before you need to start a new list)

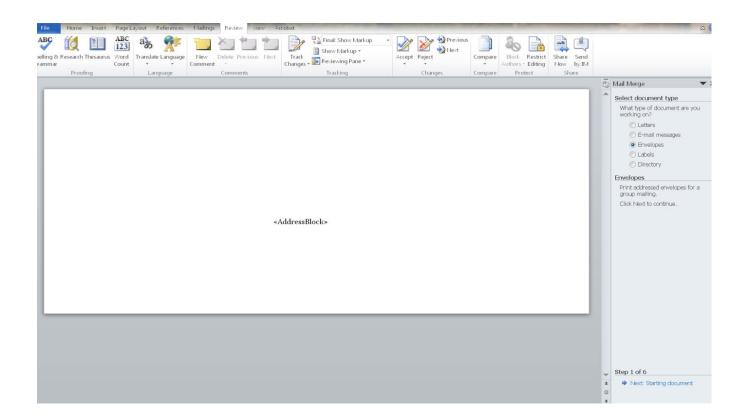
Edit	Data Source	2												<u>î x</u>
bee	edit items in yo n matched (in a source being	parenth	neses).	anges in the table be	elow. Column h	eading	gs display fields	from	your data sour	ce and	d any recipient l	ist fiel	ds to which they h	ave
	Date		TEACH	 Title 🗸	First Name	-	Middle Init	-	Semester	-	Last Name	-	Company Name 🔻	A
$\triangleright$	03/12/20121	1							Spring 2012					1
									Spring 2012					1
-														•
0	ew Entry		Eind											
De	elete Entry	Custo	omize Columns									OK	Cancel	
										_				

#### Page 34 of 43 R2T4 All F's

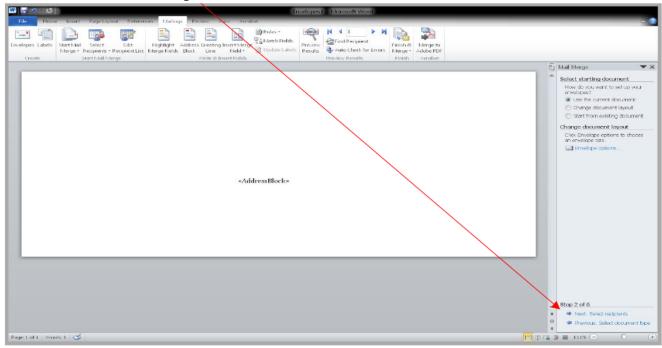
# SHSU Financial Aid and Scholarships Procedures - R2T4 All F's

- 10. When you are done entering in the information, click OK.
- 11. A BOX will pop up asking 'Do you want to update your recipient list and save these changes to the address list' CLICK '**YES**'.
- 12. Mail Merge Recipients CLICK 'OK'.
- 13. Then click Next on the Mail Merge Wizard. Click Next one more time to Preview your letters. Then click Next again to complete the mail merge.





17. The address list.mbd should still be active, so you will select **Change document Layout** 18. A box will pop up "In order to apply the selected envelope option, word must delete current contents of "Resignation Student Letter template any unsaved changes to this document will be lost"– Click **OK**.



#### 19. Click: Next: Select recipients

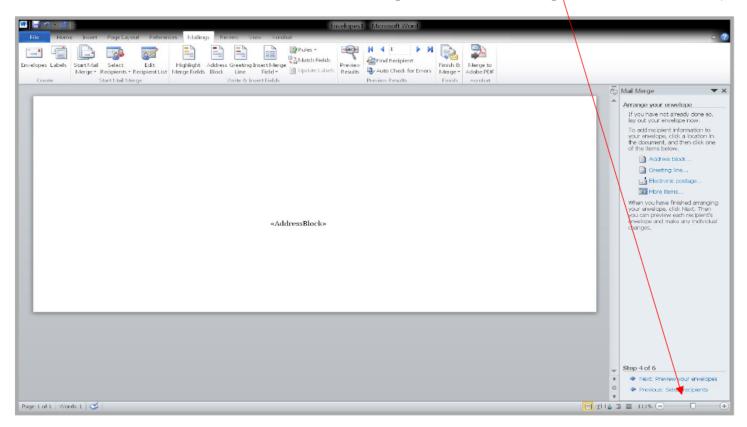
20. From here Click on Address Block...

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	Step 1 of 6
	Preview your envelopes     Previous: Select recipients
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This will pull up the Insert Address Block box; make sure it looks good, then click "OK".

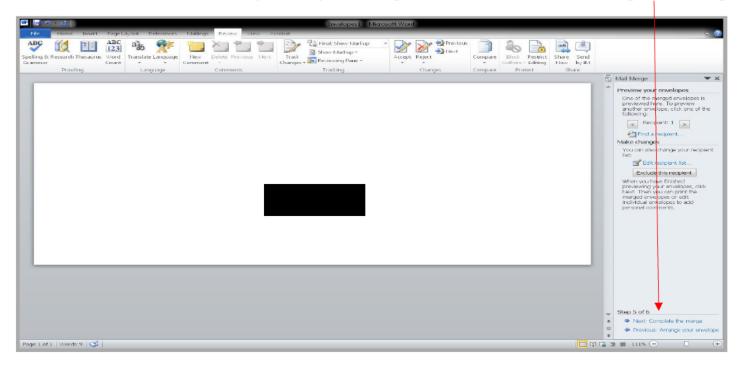
	Specify address elements	Preview	
	Insert recipient's name in this format:	Here is a preview from your recipient list:	
Page <b>37</b> o 22T4 All F's	Joshua Joshua Randall Jr. Joshua Q. Randall Jr. Mr. Josh Randall Jr. Mr. Josh Q. Randall Jr. Mr. Joshua Randall Jr.		

21. The Mail Merge screen pops up again. You need to Click **Next: Preview your Envelopes** (make sure address block is in the middle of envelope screen- if it's not cut/paste where it needs to be.)



\*Note Envelope Options lets you select envelope size (if needed); it defaults to the regular envelope size

(IF ENVELOPE BOX POPS UP, JUST CLICK 'OK'- and it does pop up... )



22. This screen will show you what your envelope will look like...Click Next: Complete the merge

23. Place Envelopes in printer – face side up, flap on the left side; Click **PRINT** and then **PRINTALL; Click "OK"** 

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24. When done, close the Word Doucment and <u>DO NOT SAVE THE DOCUMENT</u>. (That way the next time you open it, it will be ready to merge again with new information. If you save, it saves all of the letters...not good...the template will have to be recreated!!)

25. Last, make sure your whole packet- including the LRF and letter gets put in the box "to be scanned" in mail room. On the top right corner of the top sheet put: R2T4 / C / (your initials); be sure – if you have multiple packets- to put a "NEW STUDENT" colored paper in between each student's packet.

# PART 4: PELL GRANTS- when RPRTIVC indicates PELL needs to be returned by the student <u>and they do not have loans to return</u> (there will <u>not</u> be many of these)

On the RPRTIVC report look at the STUDENTS RETURN column. You will need to reduce PELL by the amount the student is required to return.

#### FOR PELL ADJUSTMENTS:

On the RPRTIVC report look at the STUDENTS RETURN column. You will need to reduce PELL by the amount the student is required to return.

Updating the Pell Grant: Adjust the Award for the appropriate semester in RPAAWRD as previously mentioned.. Go to the AWARD SCHEDULE tab.

Don't forget to "Unlock" the pell, make the adjustment, then "Relock" the pell.

RHACOMM NOTES SHOULD INCLUDE: "SEMESTER/YEAR"; "UNOFFICIAL RESIGNATION"; LDA; Reduced PELL), how much it was before, how much it is now; put the math you did for the reduction (return) you just did; "Due to ALL F'S, Student has to pay back (the amount, and the date the payment has to be made – 45 days from the date of the letter) ,\* \* ADD the CATEGORY CODE: UNOFRF (for fall) UNOFRFS (for Spring) UNOFRM (for Summer) \*\*

• Note: if you <u>add to a Comment</u> at a later date, please preface the additional words with the date you are adding it

(You can have this ROAIMMP'd to make sure the adjustment worked.)

#### **CREATING A LETTER FOR THE STUDENT:**

Using the same instructions as above (STEP 7: LETTERS TO STUDENTS), input the information and the Address List and create a letter and envelope. (The PELL information is on the lower part of the letter.)

This letter lets the student know they have been overpaid on their PELL and have 45 days to make payment arrangements with the Bursar's Office or pay the balance to the school.

Also, in accordance with the Federal Return of Title IV must repay the following account(s):	Funds Policy, it has been determined that you, the student,			
<ol> <li>Pell Grant</li> <li>Academic Competitiveness Grant</li> <li>National SMART Grant</li> <li>SEOG Grant</li> </ol>	\$ \$ \$ \$			
TOTAL (2)	\$			
Subtotal (2), if any, will NOT be returned to the appropriate account(s) until you, the student, contact our office! <u>Failure to make full payment of Subtotal 2 (if any), or payment arrangements within the 45-day period</u> will result in a report to the National Student Loan Database System, as well has referral to the Department of Education, rendering you ineligible for Federal Financial Aid from any school.				

report this PELL overpayment to NSLDS.

**TO REPORT A PELL OVERPAYMENT TO NSLDS**: Log into the National Student Loan Database <u>https://www.nsldsfap.ed.gov/nslds FAP/default.jsp</u>. Enter the student's SSN, FIRST NAME, DOB, then click the RETRIEVE button. Select "Overpayment List" from the menu. Then Click "Add Overpayment"

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Overpayment Add
School: SAM HOUSTON STATE UNIVERSITY 00360600 Type: FEDERAL PELL GRANT  Disbursement Date: 081520121 MMDDCCYY Indicator: OVERPAYMENT Indicator Date: 03152012 MMDDCCYY Outstanding Principal Balance: 500 Outstanding Interest Balance: 0 Source: TRF - TRANSFER
Submit

From here (see above) enter in the TYPE of grant overpayment; the DISBURSEMENT DATE (This should match the disbursement date on COD – you will need to go onto COD and check this!); the INDICATOR should say OVERPAYMENT; the INDICATOR DATE is the date of the overpayment (the Last Date of Attendance); the OUTSTANDING BALANCE is the amount the student owes- this number will have to be rounded to a whole number; the OUTSTANDING INTEREST BALANCE should be -0-; and the SOURCE should say "TRF – TRANSFER". (We are transferring this information to the Dept. of Education.) Click Submit.

The student is now reported to NSLDS and the overpayment will load into BANNER and appear as a Hold on the students account until payment is met. The student will also not be eligible for any financial aid at any University.

NOTE: if the student, at a later date, does make full payment, Update NSLDS (remove the record), and let the Bursars Office know to remove the SOAHOLD.

#### **SPECIAL CIRCUMSTANCES - RESIGNATION**

**Student Called to Active Duty Military**: In the event the student is called to active duty in the middle of a semester, generally the resignation is back-dated by the Registrar's Office. This gives the student a full tuition and fees refund. However, considering that the student did actually attend school, all of their financial aid should not be cancelled. Under these circumstances we will reduce the financial aid by the amount of tuition and fees refund. This leaves the student owing a zero balance. This prevents the student from owing, or getting a refund. In the event they have a balance, we are not to contact the student per regulations.

**Back-Dated Resignations**: Sometimes the Registrar's office will change the last date of attendance for a student. Often, resignations are back-dated to before the first class day. If they truly never attended any classes, you will need to cancel all of their aid. If they did attend classes, the original resignation calculation stands as it is. The calculation is not dependent on the University's refunds.

**Post Withdrawal Disbursement**: If a Loan Post Withdrawal Disbursement is indicated you will need to generate a Post Withdrawal Disbursement Letter to see if the student/parent wants to proceed with this. Examples of this letter are at T:SFA/R2T4/PostWithdrawalDisb. There is a response deadline for these that will need to be calculated (14 days after the letter) and notated in your Outlook Calendar to remind you. PELL Post Withdrawal Disbursements don't need an approval from the student and the PELL award will need to be changed in BANNER so the student can receive it.

Withdrawal date when a student dies: If a school that is not required to take attendance is informed that a student has died, it must determine the withdrawal date for the student under 34 CFR 668.22(c)(1)(iv). This section provides that if the institution determines that a student did not begin its withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the withdrawal date is the date that the institution determines is related to that circumstance.