

Appendix B

Return of Title IV Funds Business Process Worksheet

Business Process Worksheet

Process Step	Issues to Consider
1. Set up Institutional Charges	<ul style="list-style-type: none"> • Determine naming convention / codes to use • Determine if you will use generic charge and modify at record level or set up multiple charge records • Create codes as needed
2. Set up School Calendar	<ul style="list-style-type: none"> • Determine enrollment periods for groups of students or start dates • Identify any scheduled break days (credit hour programs) • Create codes as needed
3. Create User-Specified fields	<ul style="list-style-type: none"> • Determine if you will use the fields • Determine the type of field you will create <ul style="list-style-type: none"> – Numeric – String (text) – Date – Boolean (yes/no) format
4. Determine Withdrawal Date	<ul style="list-style-type: none"> • Identify your policy <ul style="list-style-type: none"> – Do you take attendance? • Determine how you will collect or identify withdrawal information
5. Determine aid that could have been disbursed	<ul style="list-style-type: none"> • Did the student meet the late disbursement requirements on the date of withdrawal • If you are prohibited from making the disbursement on the day of the withdrawal, you can include as aid that could have been disbursed, but have to return the entire amount • If you are not prohibited from making the disbursement on the day of the withdrawal, you must return the unearned portion of aid
6. Entry of a student record	<ul style="list-style-type: none"> • Collection of demographic data • Entry of student notification and/or school determination of withdrawal date • Entry of post-withdrawal disbursement data • Entry of user-specified or other user data fields

Process Step	Issues to Consider
7. Calculate percentage of aid earned	<ul style="list-style-type: none"> • Determine payment period or period enrollment as basis to use for calculation • For credit hour, determine number of days completed in the period and the total number of calendar days in the period • For clock hour, determine hours scheduled to complete and total number of hours in the period
8. Track overpayment notification	<ul style="list-style-type: none"> • View the number of students waiting to be notified <ul style="list-style-type: none"> – Complete the date the student was notified • View the number of students who have been notified but have not made arrangements to repay <ul style="list-style-type: none"> – Complete the Action Date and select the Repayment Arrangement Type • View the number of students who have been notified and have made arrangements to repay <ul style="list-style-type: none"> – Update the Action Date and select the Repayment Arrangement Type as necessary • View the number of student records referred to the Department of Education <ul style="list-style-type: none"> – Enter the Date School Referred Student to ED
9. Track return of funds	<ul style="list-style-type: none"> • View the number of students for whom the school has not returned funds <ul style="list-style-type: none"> – Complete the date the school returned funds • View the number of students for whom the school has returned funds <ul style="list-style-type: none"> – Update the date the school returned funds if necessary • Track Title IV Grant repayment

Process Step	Issues to Consider
	<p>arrangements with the school - if the student fails to meet the agreement for repayment, report and refer the overpayment to ED immediately.</p>
<p>10. Track post-withdrawal disbursements</p>	<ul style="list-style-type: none"> • Record the date the school notified the student/parent if a loan was included • Receive a response from the student (or parent PLUS borrower) indicating that they will accept loan funds • Record the date the student responded to the offer
<p>11. Monitor reports</p>	<ul style="list-style-type: none"> • Identify schedule for printing reports based on notification process and number of days for each step in the notification process • Use the data export feature to download and create your own report data