Lesson 5 – Overpayment Notification Page and Reports

Time of Lesson: 10 minutes

<u>Host</u>
Open Slide Show: R2T4 Lesson 5.ppt

Display Slides 1 and 2

After completing this lesson, you will be able to:

- Identify notification tools to manage compliance
- Review reporting features generated through Return of Title IV Funds (R2T4) application

<u>Presenter</u>
Point out Key Terms

Key Terms introduced in this lesson are defined on the first page of the first lesson in the PW. You do not have to cover them, but you may want to mention that they are here for future reference. Remind participants that key terms for all lessons are summarized in the Glossary in Appendix A.

Display Slide 3 – Notification Tracking Status

Refer to PW page 5-2. **Notification & Reports**

Calculating the return of funds for the withdrawn student is only part of the process. You must still notify the student in the event of an overpayment and you may need to return funds to the Department of Education.

The Notification Tracking status features of the R2T4 application provide tools for you to track and manage the notification and reporting process. Information is provided in views by the status of the record. All of the views are provided from the Student Record Status menu option and can be categorized in three groups: overpayment notifications, school return of funds, and post-withdrawal disbursements.

Entry of items such as a date on the overpayment notification screen moves a record from one view to the next. For example, entry of the date that the student was notified in the **Number of students waiting to be notified** view, moves the record to the **Number of students who have been notified but have not made arrangements to repay** view.

The reports provide a summary of the days remaining for notification for a particular task. You can use this tracking system and reports to aid in your compliance and self-monitoring. In the Business Office you can use the data and/or contribute to the tracking data on students who elect to repay their Title IV grant overpayment to the school and then fail to live up to the obligations of the agreement.

Coordinate with the financial aid office to update and track the status in R2T4 on the Web. Remember: ED does not dictate which office on campus has responsibility for the various R2T4 functions. It is an institutional responsibility to be in compliance with the statutory and regulatory requirements.

This set of tools provides you with the ability to monitor student record statuses allowing you stay in compliance by reporting and returning funds in a timely manner. This should help minimize risk to your school and improve your fund tracking process.

Remind participants that recording the dates and actions in the R2T4 application does not actually complete the notification and return of cash processes. These are still performed elsewhere. This application simply provides a tool to track what action you have taken.

Display Slide 4 – Tracking Overpayment Notifications

Refer participants to PW pages 5-3.

The views that relate to overpayment notifications may be thought of as a series of steps. As you update fields in a view, the record is moved to the next step, as illustrated in the tables. The table provides the title of the view and the fields to update.

Step	View	Update
1	Number of students waiting to be notified	Complete the date the student was notified
2	Number of students who have been notified but have not made arrangements to repay	Complete the Action Date and select the Repayment Arrangement Type
3	Number of students who have been notified and have made arrangements to repay	Update the Action Date and select the Repayment Arrangement Type, as necessary
4	Number of student records referred to the Department	Enter the Date School Referred Student to the Department

Display Slide 5 –Return of Funds Tracking

The Return of Funds has two associated views as illustrated in the reference table; one provides a list of records for which funds must be returned and the other provides the updated date of when the funds were returned. You only have 45 days to return funds after the date determined that the student withdrew.

Step	View	Update
1	Number of students for whom the school has not returned funds	Complete the date the school returned funds
2	Number of students for whom the school has returned funds	Update the date the school returned funds, if necessary

Please refer to page 5-4 of your participant workbook. –Screen capture of the Notification Tracking Status page.

This page tells you the number of students in each category and assists you in meeting R2T4 regulatory requirements. For example, note that this screen capture, under “NUMBER OF STUDENTS FOR WHOM THE SCHOOL HAS NOT RETURNED FUNDS, there are (4) students in this category for whom the school must take action. Remember, a school only has 45 days in which to return any unearned funds.

Note: Remind the participants that Pages 5-5 through 5-8 provide an in-depth review of overpayment tracking – This information is provided as a resource for future use.

Display Slide 6 – Tracking Post-Withdrawal Disbursements

Refer participants to PW page 5-9.

Once you have completed the Post-Withdrawal Disbursement tab for the student, a summary of all records entered is provided for students with post-withdrawal disbursements at a complete or an incomplete status. A response is required from the student before making a post-withdrawal disbursement for loan funds. From this view, you can update the date fields related to the post-withdrawal disbursement offer you have made to the student or parent, including notification that a loan is part of the offer.

Note: Remind the participants that pages 5-10 and 5-11 provide two views for tracking students for whom the school must return funds. This information is provided as a resource for future use.

Display Slide 7 – Reports

The Reports section begins on page 5-12 of your PW. A brief description and screen capture of each report are provided on pages 5-13 through 5-18.

The Reports option provides summary reports for each of the items found in the Notification views. The following six reports are provided:

- Student Listing
- Student Notification
- Student Repayment Arrangements
- School Portion of R2T4 Returned
- Students With a Post-Withdrawal Disbursement
- Student Records Referred to the Department of Education

Each report has selection criteria options based on the information provided in the report. For example, you may select a withdrawal date range for records to be included in the Student Listing report.

The reports are generated to a separate window and may be sent to your printer.

Display Slide 8 – Notification and Reports Demo

Host

Use the share feature to demonstrate notification and report functions of the R2T4 on the Web application. Screen captures of each report are provided after the demo section. To complete this demo, you must have previously entered data and set up records using the instructions provided in the Exercise Setup Guide.

Before beginning, make sure that you have an Internet Explorer browser window open on your desktop to the FAA Access to CPS Online demo Web site: http://fafsademo.test.ed.gov.

1. In the Sharing – Live Meeting window, select the Internet Explorer with the open application.
2. Click **OK**.
3. Use the step table below to walk the participants through each step of the setup procedures.

Step	Action
1	Click the **FAA Access to CPS Online Demo System** button at the bottom of the page.
2	Click **Next**.
3	Log in using the User ID: **eddemo** and Password: **fafsatest**
4	You are now logged into FAA Access to CPS Online. Click **Next**. (You may be prompted to enter the User ID and Password again.)

Step	Action
5	At the Confirming Your Identity screen, enter the following: SSN: **999999999** First 2 letters of Last Name: **XX** Date of Birth: **01011900** PIN: **9999** Click **Submit**.
6	From the FAA Main Menu, select **Return of Title IV Funds on the Web**.
7	Type the TG number: **99999** Type the school code: **E01002** Click **Next**.
Overpayment Notifications	
8	Select **Student Record Status** from the menu. Point out the options listed on the Notification Tracking Status page. (Reminder: This page tells the number of students in each category and assists in meeting R2T4 regulatory requirements and keeping your school in compliance.)
9	Click **View** for the option *Number of students waiting to be notified*. This is the first step in notifying students about their overpayment that must be repaid.
10	The Student Notification view displays. Point out the records listed here.
11	Type **09202006** in the Date Student Notified field of the first record. Point out that you have the option of selecting multiple records at once to apply a default date.
12	Click **Submit**. Note that the record you updated has disappeared.
13	Click **Student Record Status** again to view the Tracking Status options.
14	Note that the count of the second view has increased by one.

Step	Action
	Click **View** for the option *Number of students who have been notified but have not made arrangements to repay*.
15	Note the record that you just updated now appears here ready for you to identify what type of repayment arrangement the student has made. Also note the calculated number of days (out of 45) you have to report this information under Days Remaining.
16	We will identify this student as not having made a satisfactory arrangement for repayment. Type **09272006** in the Action Date field. Select the value of **4** for the Repayment Arrangement Type. (No satisfactory payment arrangement)
17	Click **Submit**. Again, note the disappearance of the record from this list.
18	Perform the same update function for the next record, except select the value of **2** for the Repayment Arrangement Type. Click **Submit**.
19	Click **Student Record Status** again to view the Tracking Status options.
20	Note that the counts of the third and last views have increased by one. Click **View** for the option *Number of students who have been notified and have made arrangements to repay*.
21	The completed Action Date and Repayment Type appear for each record. Note that even though the student has not made a satisfactory arrangement (value of 4), he or she has made an arrangement, nonetheless. So, all of the records appear here. If needed, you may update the date and type on this page and resubmit.
22	Click **Student Record Status** again to view the Tracking Status options.
23	Click **View** for the option *Number of student records referred to the Department of Education.*
24	Note that the records with repayment types 3, 4 or 5 appear on this view. Once you have actually notified the Department, you will record the date of the notification here.
25	Click **Student Record Status** again to view the Tracking Status options.

Step	Action
Return of Funds	
26	Click **View** for the option *Number of students for whom the school has not returned funds.*
27	Student records appear in this view based on the R2T4 calculation you previously performed. To complete this process, you will enter the date your school returned unearned Title IV funds for the student to the appropriate source in the Date School Returned Funds field.
28	Type **09202006** in the Date School Returned Funds field.
29	Click **Submit**. Note the disappearance of the record from the list.
30	Click **Student Record Status** again to view the Tracking Status options.
31	Click **View** for the option *Number of students for whom the school has returned funds.*
32	Note dates provided for each of the records, including the one you just entered. You can update the date in this view if needed. This completes the review of the two views associated with tracking return of funds.
33	Click **Student Record Status** again to view the Tracking Status options.
Post-Withdrawal Disbursement	
34	Click **View** for the option *Number of students with a Post-Withdrawal Disbursement.*
35	This view provides a list of students for whom you entered data on the Post-Withdrawal Disbursement tab in their records.
36	Note that there are two incomplete date fields provided: one for the date you notify the student/parent of the loan and/or the grant and one for the date of the student's response to the offer to disburse. The other updatable field is the date the school made the offer of the post-withdrawal disbursement to the student/parent. This field is completed because the date was entered on the Post-Withdrawal tab in the student's record.
37	Enter the date fields and click **Submit** to complete the record.

Step	Action
Student Listing Report	
38	Click **Reports** on the R2T4 menu.
39	Click **Student Listing**.
40	Enter the Withdrawal Start Date: **09012006**
41	Enter the Withdrawal End Date: **10312006**
42	Click the down arrow next to Withdrawal Type and select **Began official withdrawal process**.
43	Click the down arrow next to Sort by and select **Social Security Number**.
44	When finished, click **Submit**.
45	Click **Close Window** when finished.
Student Notification Report	
46	Click **Reports** on the R2T4 menu.
47	Click **Student Notification.**
48	Click **Submit**. A screen capture of this report is on page 5-14 of your PW. Students should appear on this report if they owe Title IV Grants (Pell, ACG, National SMART, FSEOG). However, if the student ONLY has loan funds to repay, the student will appear here, too. Suggest that schools enter the date the calculation was completed.
49	Click **Close Window**.
Student Repayment Arrangements Report	
50	Click **Reports** on the R2T4 menu.
51	Click **Student Repayment Arrangements**.
52	Click **Submit**. A screen capture of this report is on page 5-15 of your PW. Students appear on this report if Step10 on the R2T4 tab contains amounts and they have been notified to make repayment arrangements.
53	Click **Close Window**.

Step	Action
School Portion of R2T4 Returned Report	
54	Click **Reports** on the R2T4 menu.
55	Click **School Portion of R2T4 Returned**.
56	Click **Submit**. A screen capture of this report is on page 5-16 of your PW. This report is a summary of the students who have an amount in the Unearned Title IV aid due from the school field in Step 6 on the R2T4 page that is greater than zero for which you have either completed or not completed the return of Title IV funds. The report lists the students' Social Security Numbers, names, school calendar profiles, award years, dates the school determined the students withdrew, days remaining, and the School Repaid Dates.
57	Click **Close Window**.
Students with a Post-Withdrawal Disbursement Report	
58	Click **Reports** on the R2T4 menu.
59	Click **Students with a Post-Withdrawal Disbursement**.
60	Click **Submit**. A screen capture of this report is on page 5-17 of your PW. This report is a list of the student records in your database with post-withdrawal disbursements at a complete or an incomplete status. The report displays all fields and values available on the Students with a Post-Withdrawal Disbursement page.
61	Click **Close Window**.
Student Records Referred to the Department of Education Report	
62	Click **Reports** on the R2T4 menu.
63	Click **Student Records Referred to the Department of Education**.
64	Click **Submit**. A screen capture of this report is on page 5-18 of your PW. The report is a list of the student records in your database referred to the U.S. Department of Education. The report displays all student records, fields, and values available on the Student Records Referred to the Department of Education page.
65	Click **Close Window**.

Display Slide 9 – Software Activity

Instruct participants to complete the exercise provided on PW page 5-17. Remind participants that they should be using the demo site for FAA Access to CPS Online. Completion of this exercise is dependent on data entered prior to the class.

At the conclusion of the allotted time, ask if any participants have any questions or problems.

A copy of the step table from the exercise in the PW is provided below for reference.

Print the Student Listing Report

8	Click **Reports** on the R2T4 menu.
9	Click **Student Listing**.
10	Enter the Withdrawal Start Date: **09012006**
11	Enter the Withdrawal End Date: **10312006**
12	Click the down arrow next to Withdrawal Type and select **Began official withdrawal process**.
13	Click the down arrow next to Sort by and select **Social Security Number**.
14	When finished, click **Submit**.
15	Click **Print This Page** to print the report.
16	The Print dialog box displays. Click **Print** to send the report to the printer. Depending on your printer situation, you may not want to send this report to the printer.
17	Click **Close Window** when finished.

Display Slide 10 – Business Process Worksheet

For this lesson, Steps 8-10 on the Business Process Worksheet (BPW) provide references for the notification status processes and Step 11 refers to the use of reports.